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Ofgem Renewables and CHP Register - User Guide

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Target Audience: Renewables and CHP generators, electricity suppliers, relevant trade associations and other interested parties

Overview:

The Government has introduced a number of schemes to encourage the development of renewable and CHP generation in the UK.

This document provides a guide to users of Ofgem Renewables and CHP Register, which will allow them to participate in any of the renewable and CHP schemes we administer on behalf of Government.

It includes information on how to apply for accreditation, submit and manage output in respect of renewable electricity produced, receive certificates, submit annual declarations, transfer certificates, access reports and manage compliance.

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Team: Environmental Programmes

Context

Ofgem has important duties relating to the environment and sustainable development, and the Secretary of State for Trade and Industry has provided statutory guidance on environmental matters to which we must have regard. Our work reflects our commitment to our new sustainable development duty.

We are committed to playing our part in facilitating the transition to a low carbon energy sector. We take full account of the impact on the environment across the range of our decision-making. We contribute to the debate on how to reduce carbon emissions from the energy sector in the most cost-effective manner, and will continue to administer Government environmental programmes (such as the Renewables Obligation, Climate Change Levy exemptions and the Energy Efficiency commitment) efficiently and effectively.

Our published documents fall into two broad categories, those relating to Environmental Policy and those relating to our administration of Government Environmental Programmes.

This document relates to our administration of the Government Environmental Programmes, namely Renewables Obligation (RO), Climate Change Levy Exemptions (CCL) and Guarantees of Origin of Electricity Produced from Renewable Energy sources (REGOs).

Associated Documents

Readers should be aware of the following documents, which support this document. These documents are available on our website at www.ofgem.gov.uk.

- Renewables Obligation: Guidance for generators over 50kW
- Renewables Obligation: Guidance for small generators
- Renewables Obligation: Guidance for Agents
- Renewables Obligation: Fuel Measurement and Sampling Guidance
- Renewables Obligation: Guidance for licensed electricity suppliers (Great Britain)
- Renewables obligation: Guidance for licensed electricity suppliers (Northern Ireland)
- Climate Change Levy exemption for renewables: Guidance for Generators and Suppliers
- Guidance for exporting 'good quality' CHP generators & suppliers
- Renewable Energy Guarantees of Origin - Ofgem's Administration Procedures

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Summary

Ofgem Renewables and CHP Register is an electronic, web-based system used to manage the renewables and CHP schemes that Ofgem administers on behalf of the Government, namely the Renewables Obligation (RO)[1], the Climate Change Levy (CCL) exemption for Renewables and CHP[2] and the Renewables Electricity Guarantee of Origin (REGO)[3].

The register will allow generators that wish to participate in any of the renewable schemes to apply for accreditation[4], manage output in respect of renewable electricity produced, receive certificates (ROCs, Renewable and CHP LECs and REGOs) and submit annual declarations. The register also allows generators, suppliers and participants to transfer certificates and access reports.

Suppliers will be able to use the register to comply with the Renewables Obligation (RO), to allocate CHP and Renewable LECs as evidence against supply to non-domestic end customers and to present REGOs as evidence of Fuel Mix Disclosure (FMD).

All users that wish to participate in any of the above named renewable schemes must register for an account on Ofgem Renewables and CHP Register. The address for the website is https://www.renewablesandchp.ofgem.gov.uk.

Purpose of the document

This document is intended as a reference manual to guide the user through Ofgem Renewables and CHP Register. The document:

- Describes the function of the register;
- Provides a guide to using the register; and
- Describes the provision of service for users without access to the web or in the event of the register becoming unavailable.

System availability

If the register becomes unavailable for a prolonged period then Ofgem will invoke a paper-based contingency system. If Ofgem decides to implement this contingency

[1] "The Renewables Obligation Order 2006 (see also the Renewables Obligation Order 2006 (Amendment) Order 2007, SI 2007 No. 1078)", "the Renewables Obligation Order (Northern Ireland) 2007" and "the Renewables Obligation (Scotland) Order 2007".
[2] "The Climate Change Levy (General) Regulations 2001 (see also the Climate Change Levy (General)(Amendment) Regulations 2003, SI 2003 No 604)".
[3] "The Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003" allows Ofgem to request information within a reasonable time in order to carry out any of its functions.
[4] CHPQA accredits generating stations under the Climate Change Levy exemption for CHP, as such generators that wish to be accredited under this scheme should contact CHPQA.

service, details will be available on the Ofgem website, which should be checked for advice in this event. Ofgem will also notify all account contacts.
In the event of the failure of Ofgem IT system infrastructure for a prolonged period, we will notify all account contacts by post with the appropriate paper-based documents.

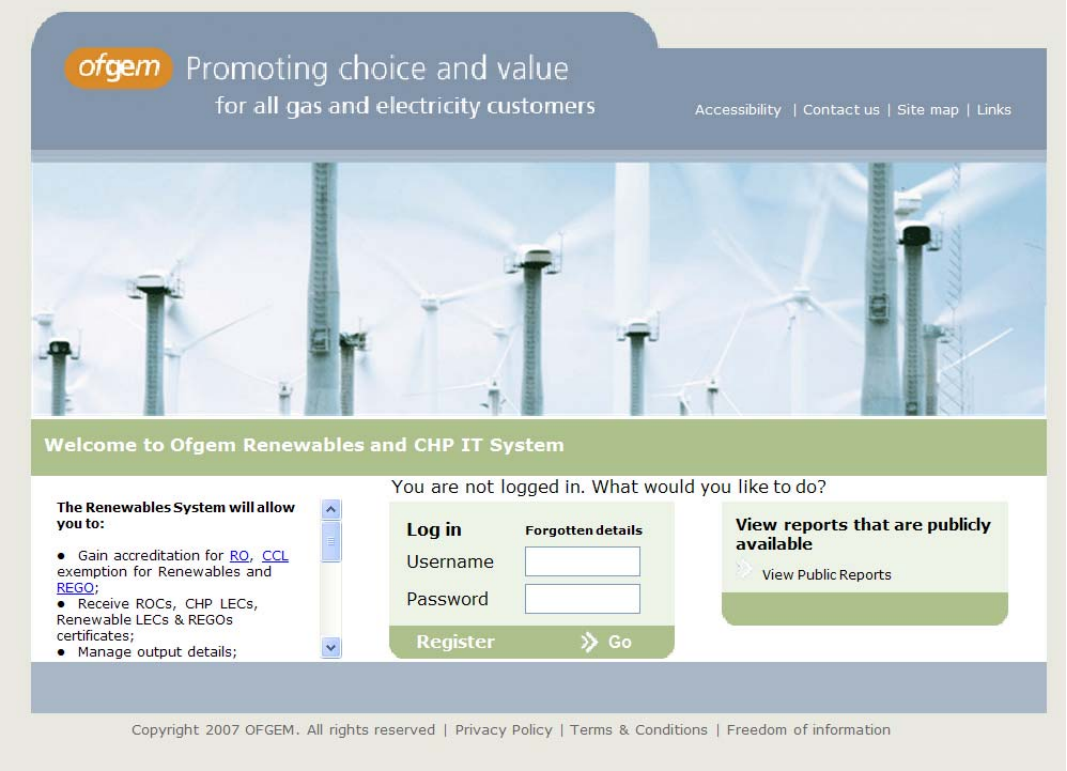
For users without web access, Ofgem will, on request, provide appropriate paper-based forms and documents. On receipt of the relevant documentation, Ofgem will set up and manage accounts on the register on behalf of these users.

1. Registration

Register/Login homepage

1.1. The Register/Login homepage allows a user to register for an account, login to their registered account, request for forgotten login details or to view publicly available reports.

1.2. To open the Register/Login homepage, click on the Internet Explorer icon to open your browser. In the address box type in https://www.renewablesandchp.ofgem.gov.uk and press enter. This will open the Register/Login homepage for Ofgem Renewables and CHP Register, as displayed below.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Welcome to Ofgem Renewables and CHP IT System
You are not logged in. What would you like to do?
The Renewables System will allow you to:
• Gain accreditation for RO, CCL exemption for Renewables and REGO;
• Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
• Manage output details;
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
View Public Reports
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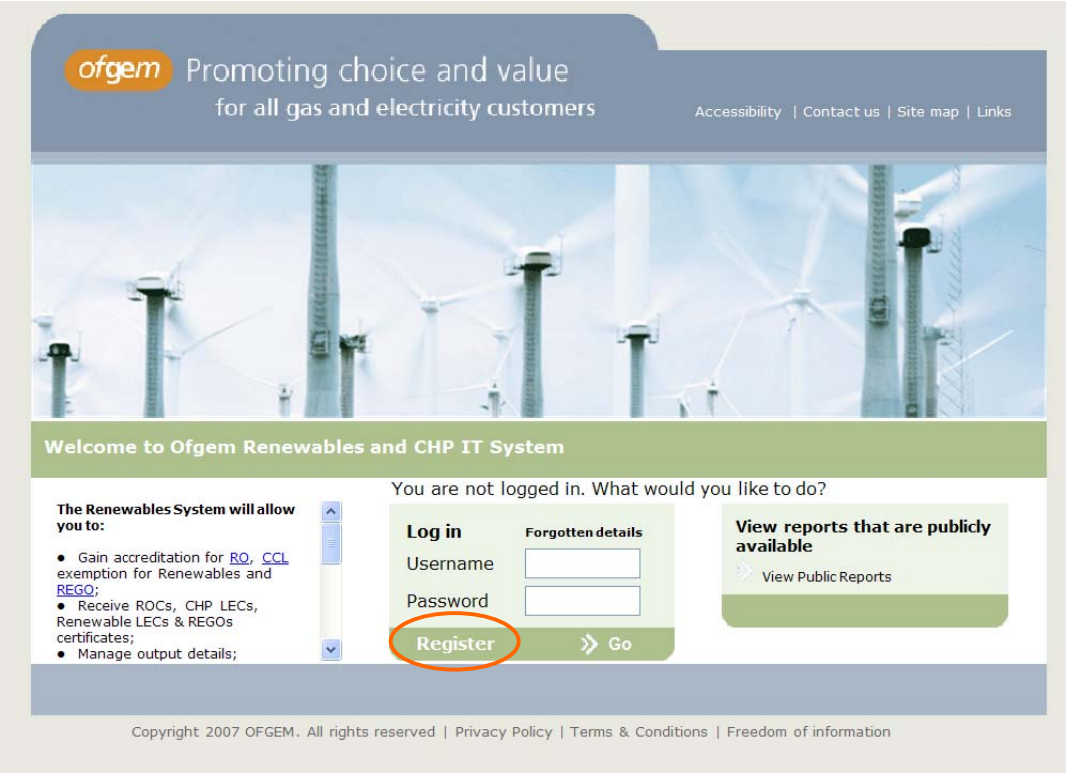
Registration

1.3. To register for an account on Ofgem Renewables and CHP Register, select the "Register" link on the homepage.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Welcome to Ofgem Renewables and CHP IT System
You are not logged in. What would you like to do?
The Renewables System will allow you to:
Gain accreditation for RO, CCL exemption for Renewables and REGO;
Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
Manage output details;
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
View Public Reports
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The 'Register' link will take you to a screen that informs you about Ofgem's requirement for a company director to submit a company letter headed document appointing an 'authorised signatory' to manage the company account[5]. The 'authorised signatory' will be the only account contact that will have the permission to sign annual scheme declarations via the register and to add other user contacts to the account.

Click on 'Continue', this will take you through to the initial registration screen. Select the type of organisation you are registering to act as by selecting one of the radio buttons[6]. For example, if you are a generator, select the 'A Generator' radio button, then click the 'Submit' button once you have made your selection.

1.4. Please note that users must only register as 'An Agent' organisation, if they are acting as an agent for small generating stations (i.e. generating station with a capacity of 50kW or less). Agents that are acting on behalf of large generating stations (i.e. generating station with a capacity of over 50kW) must get the operator of the generating station to register for an account and add them as an account contact with suitable permission rights.

[5] Please note that a person registering as an individual will be the 'authorised signatory' and therefore will not be required to submit a letter.

[6] Please note you will need to register for separate accounts if you are acting for more than one organisation type.

Register for a Generator account

1.5. To register for a generator account, select the 'A Generator' radio button and click the 'Submit' button.

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back to home page
Home page > Registration
Account Registration
What are you registering to act as?
A Generator
An Agent
A Supplier
A Participant
Submit
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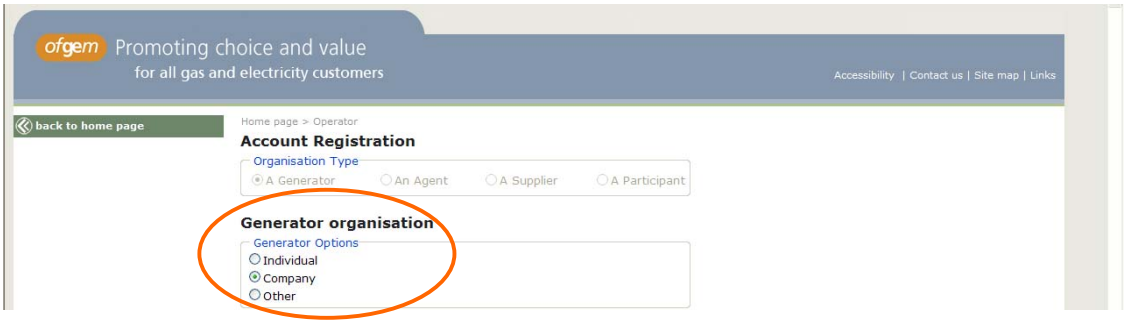
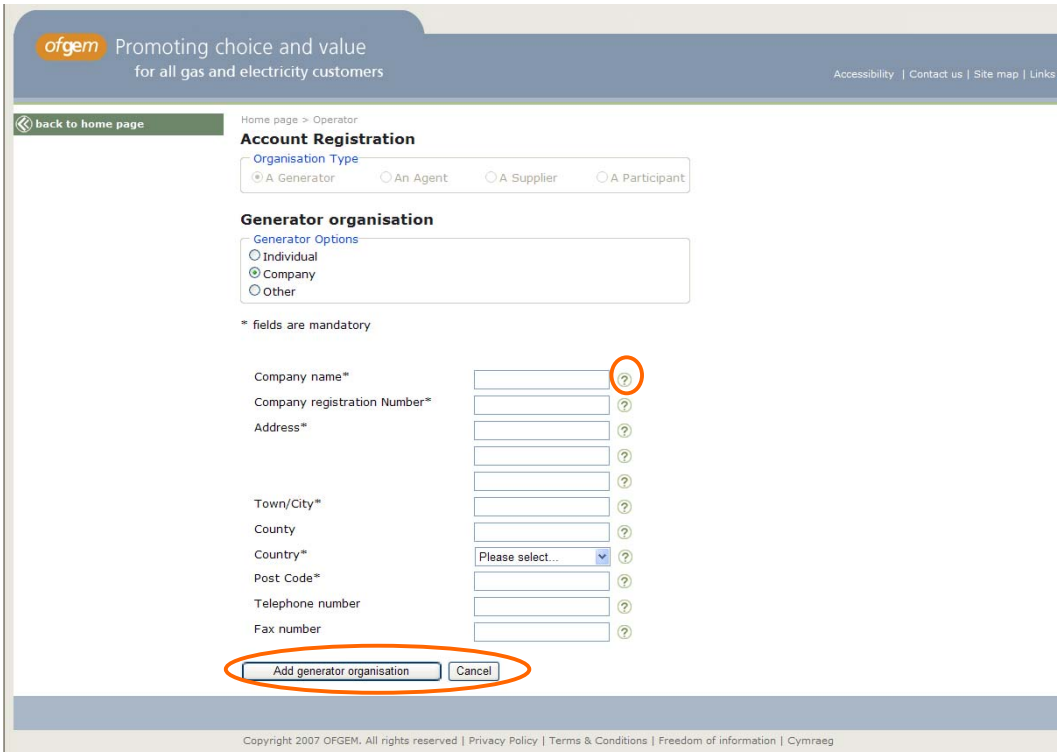
1.6. The 'Generator organisation' screen will be displayed as shown below. Select one of the options in the 'Generator organisation' set up, depending on whether you are registering as a 'Company', an 'Individual' or 'Other'. An example of 'Other' could be a charity, housing association, etc. The 'Company' radio button is set as a default.



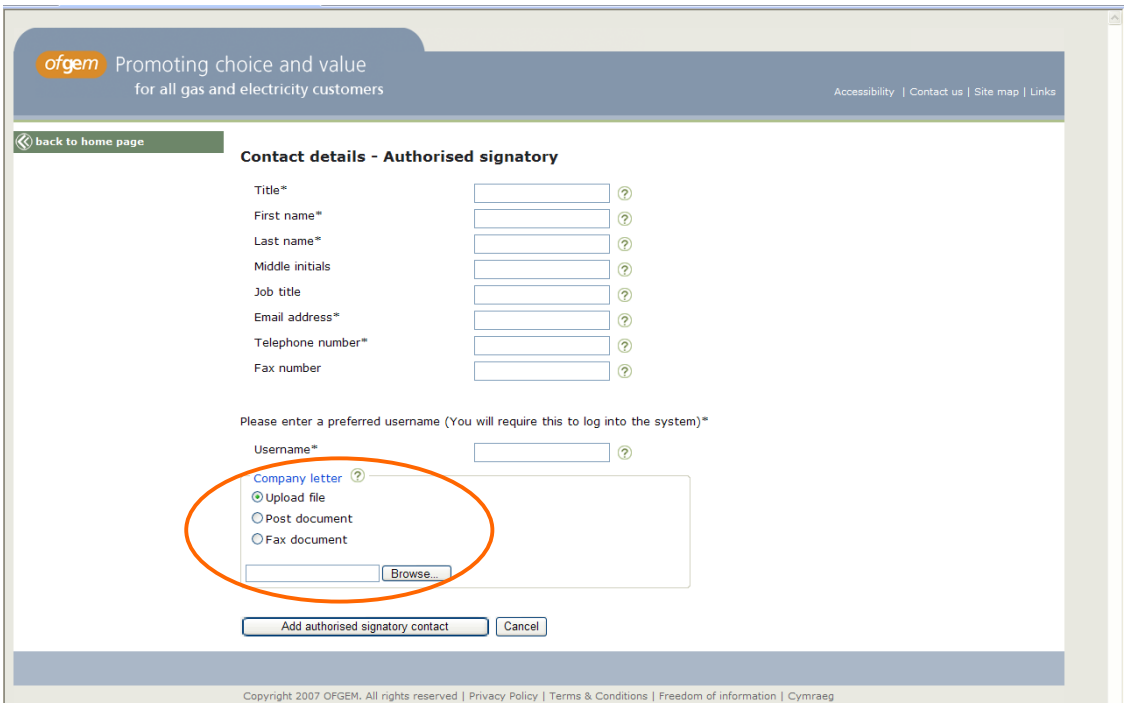
1.7. An appropriate set of questions for 'A Generator' who is an 'Individual', 'Company' or 'Other' will be displayed, when a Generator organisation option is ticked. The screen below shows a set of questions for a Generator organisation that is a company.



Fill in the fields ensuring that all of the mandatory text boxes are complete[7]. Click on either the 'Add generator organisation' button to submit the organisation details or the 'Cancel' button if you wish to cancel your entire registration.

1.8. When you click the 'Add generator organisation' button, you are presented with a screen which allows you to add details for an 'Authorised signatory' contact of the organisation. The 'Authorised signatory' is a 'Super user' of the system that is one who has maximum rights within the system and the only account contact that can add other contacts to their account. The first contact added to an organisation must always be the 'Authorised signatory'.

[7] Please note that by hovering over a question mark symbol with your cursor you can get further explanation of what data is required in the associated field. In addition, all mandatory fields are marked with an asterisk (*).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back to home page
Contact details - Authorised signatory
Title*
First name*
Last name*
Middle initials
Job title
Email address*
Telephone number*
Fax number
Please enter a preferred username (You will require this to log into the system)*
Username*
Company letter
Upload file
Post document
Fax document
Browse...
Add authorised signatory contact
Cancel
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1.9. For a Generator that is a company, the authorised signatory is required to either upload, post or fax a company letter headed document appointing the authorised signatory to manage the company account on the register.

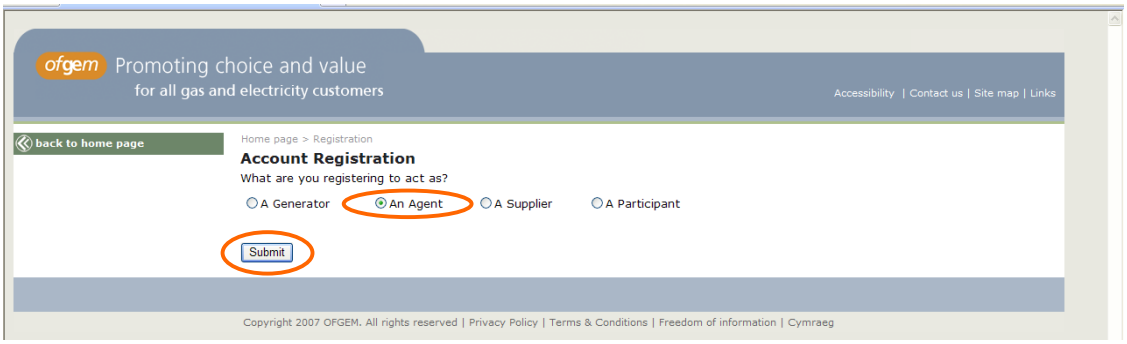
1.10. The letter of authorisation should have the format as shown in appendix 1 of this document and must be signed by someone seen as legally representing the Organisation e.g. a Director, COO, CEO, Company Secretary.

1.11. Enter contact details on the register for the authorised signatory, ensuring that all fields marked as mandatory are completed. Click on the 'Add authorised signatory contact' button and confirm that email address provided is correct.

Register for an Agent account

1.12. It is important to note that an agent, on the register, refers to agents acting on behalf of small generating stations (i.e. stations with a capacity of 50kW or less). If you are an agent representing a large generating station, you will have to get the generator to register for an account and add you as a contact for the account with the relevant permission rights.

1.13. To register for an Agent account, select the ‘An Agent’ radio button and click the ‘Submit’ button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back to home page
Home page > Registration
Account Registration
What are you registering to act as?
A Generator
An Agent
A Supplier
A Participant
Submit
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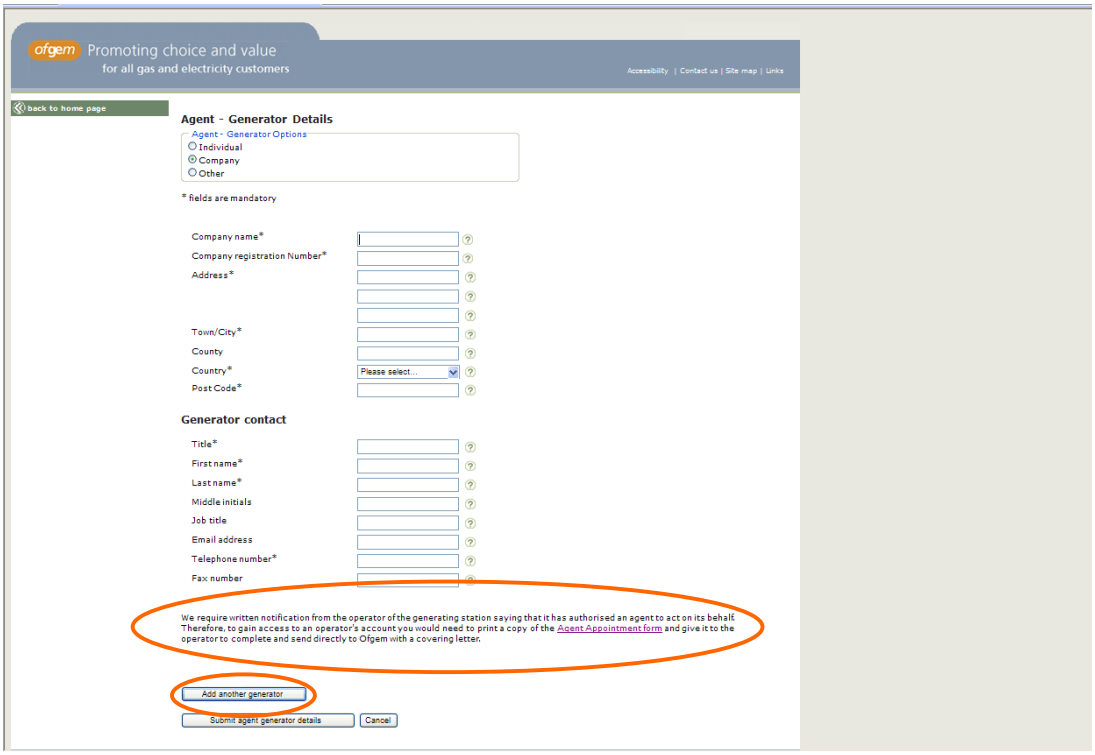
1.14. The Agent organisation screen will be displayed, similar to that described in paragraph 1.8 - 1.10 for a 'Generator organisation'.

1.15. Complete the fields for the Agent organisation and click on the ‘Add Agent organisation’ button. Enter details for an authorised signatory contact, similar to that described in paragraph 1.11 - 1.14 for a 'Generator organisation'.

1.16. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Agent - Generator Details' screen is displayed as illustrated below.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for all gas and electricity customers
back to home page
Agent - Generator Details
Agent - Generator Options
Individual
Company
Other
* fields are mandatory
Company name*
Company registration Number*
Address*
Town/City*
County
Country*
Please select...
Post Code*
Generator contact
Title*
First name*
Last name*
Middle initials
Job title
Email address
Telephone number*
Fax number
We require written notification from the operator of the generating station saying that it has authorised an agent to act on its behalf. Therefore, to gain access to an operator's account you would need to print a copy of the Agent Appointment form and give it to the operator to complete and send directly to Ofgem with a covering letter.
Add another generator
Submit agent generator details
Cancel

1.17. Enter the contact details for the generator you are representing and click on 'Submit agent generator details'. If you represent more than one generator, click on the 'Add another generator' button to enter contact details for another generator.

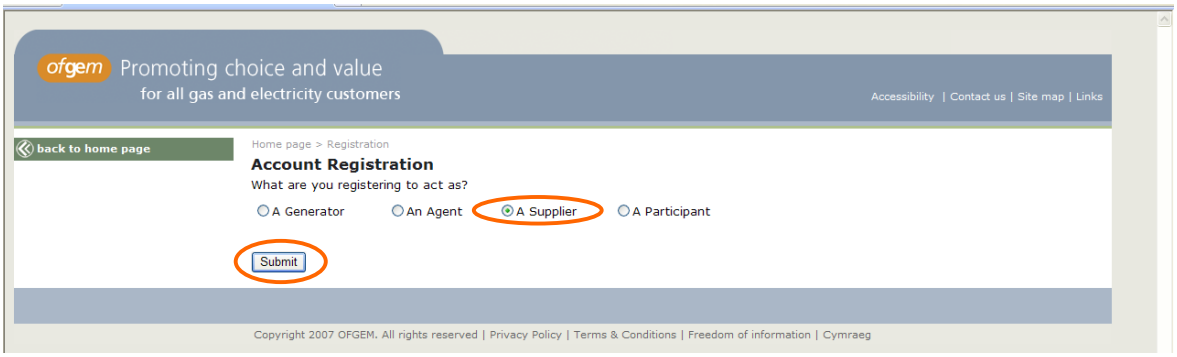
1.18. It is important to note that Ofgem requires written notification from the generator authorising an agent to act on its behalf. Agents will only be able to apply for accreditation, submit output data and manage certificate issue on behalf of a generator when Ofgem receives the Agent Appointment form[8].

1.19. You can download a copy of the Agent Appointment form using the link on the 'Agent - Generator Details' page, as shown above. The generator should complete the form and send it with a covering letter directly to Ofgem to the following address:

Renewables Administrator (ref: Agent Authorisation)
Environmental Programmes
Ofgem
9 Millbank
London
SW1P 3GE

Register for a Supplier account

1.20. To register for a Supplier account, select the 'A Supplier' radio button and click the 'Submit' button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Home page > Registration
Account Registration
What are you registering to act as?
A Generator
An Agent
A Supplier
A Participant
Submit
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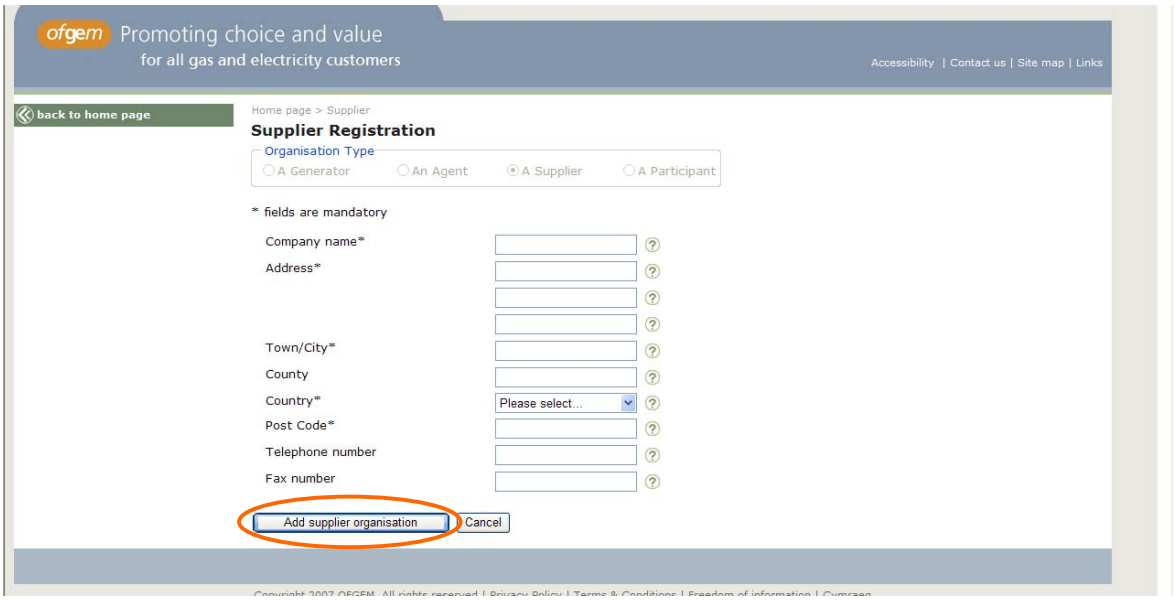
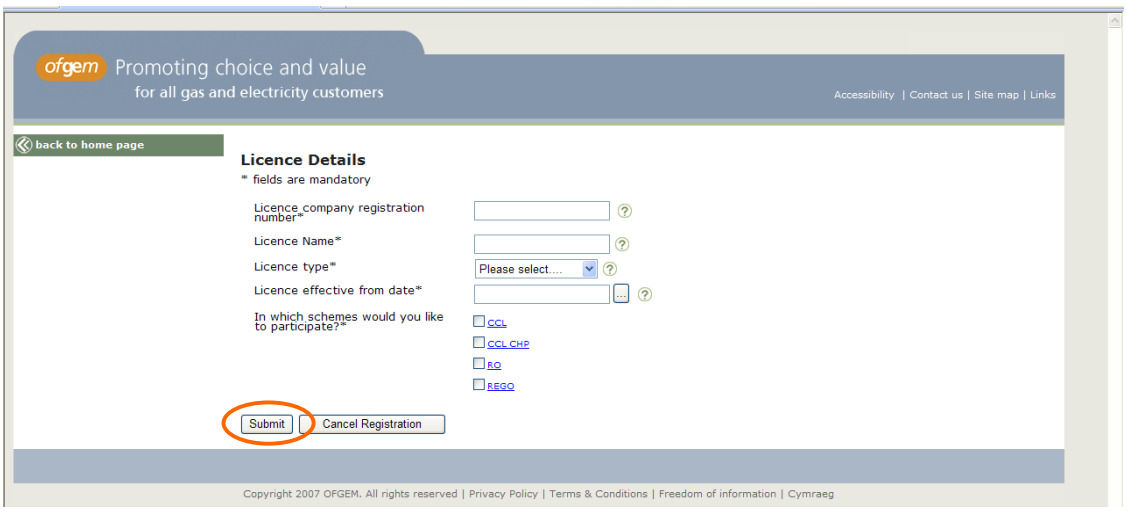
1.21. The Supplier Registration screen will be displayed as shown below.

[8] See Appendix 3 for a copy of the agent appointment form.



1.22. Complete the fields for the Supplier Registration and click on the 'Add supplier organisation' button. You are then required to enter details for an Authorised signatory contact similar to that described in paragraph 1.10 - 1.14 for a 'Generator organisation'.

1.23. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Licence Details' screen is displayed as illustrated below.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back to home page
Licence Details
* fields are mandatory
Licence company registration number*
Licence Name*
Licence type*
Please select....
Licence effective from date*
In which schemes would you like to participate?*
CCL
CCL CHP
RO
REGO
Submit
Cancel Registration
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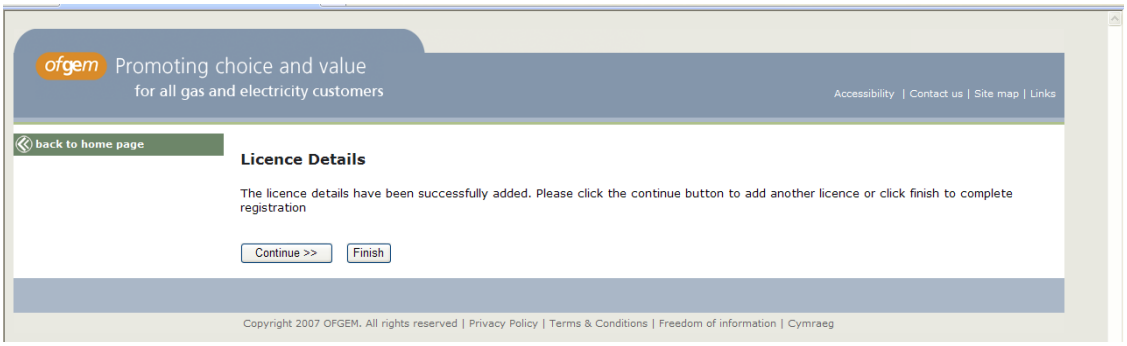
1.24. Enter details of your company's supply licence and indicate the renewable schemes in which you wish to participate. Click on the 'Submit' button, a confirmation message will be displayed.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back to home page
Licence Details
The licence details have been successfully added. Please click the continue button to add another licence or click finish to complete registration
Continue >>
Finish
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1.25. Either click on the 'Finish' button to complete registration or click on the 'Continue' button to add another licence.

Register for a Participant account

1.26. To register for a Participant account, select the ‘A Participant’ radio button and click the ‘Submit’ button

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back to home page
Home page > Registration
Account Registration
What are you registering to act as?
A Generator
An Agent
A Supplier
A Participant
Submit
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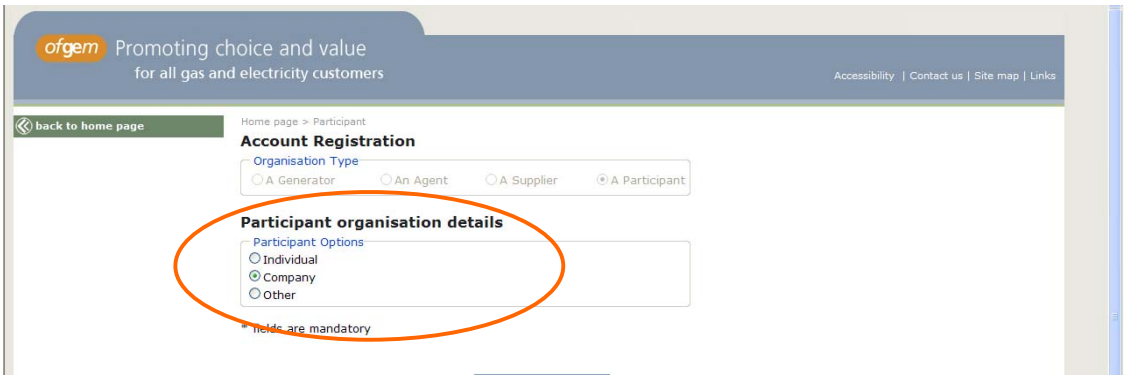
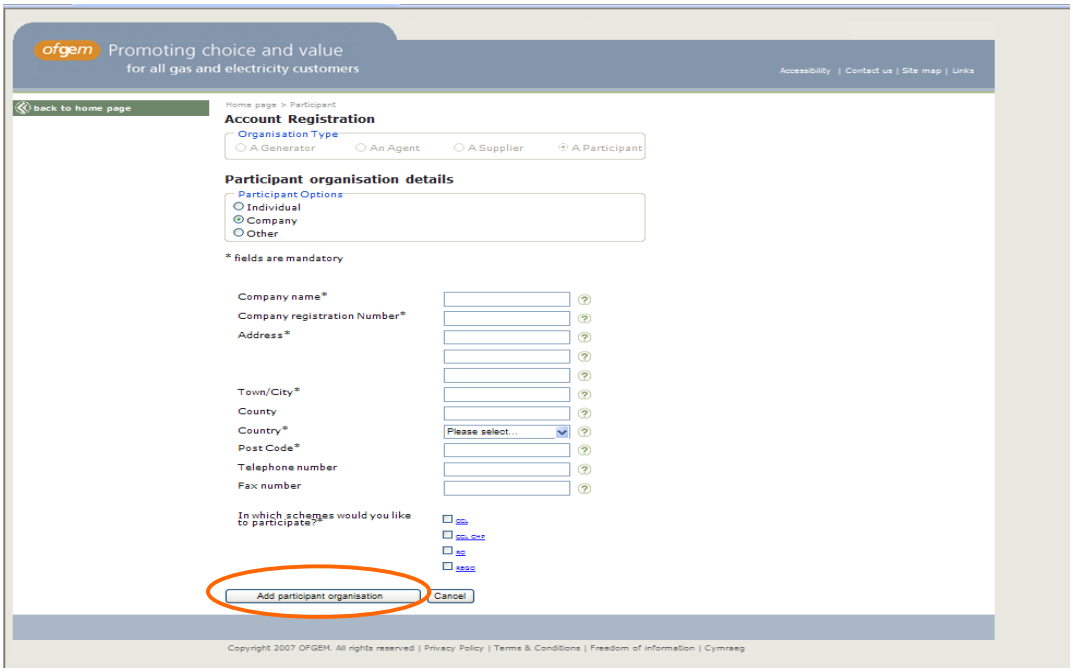
1.27. The 'Participant organisation details' screen will be displayed as shown below.



1.28. Select one of the radio buttons in participant organisation set up, depending on whether you are registering as a 'Company', an 'Individual' or 'Other'. An example of 'Other' could be a charity, housing association etc. The 'Company' radio button is set as a default.

1.29. An appropriate set of questions will be displayed, which relate to 'A Participant' who is an 'Individual', 'Company' or 'Other'. The screen below shows a set of questions for a Participant organisation that is a company.

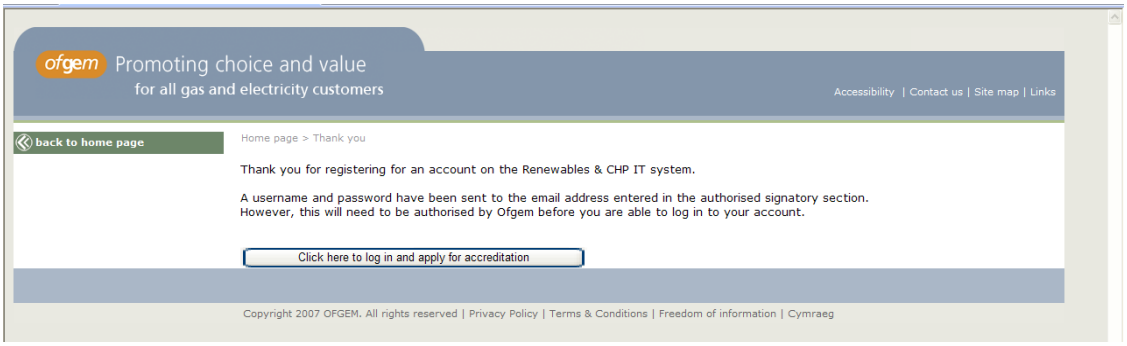


1.30. Complete the fields for the 'Participant organisation details' and click on the 'Add participant organisation' button. You are then required to enter details for an Authorised signatory contact similar to that described in paragraph 1.10 - 1.14 for a Generator organisation.

1.31. Select the schemes you wish to participate in by select one or more of the check boxes. Click on 'Add authorised signatory contact' button and confirm the email address provided.

Registration confirmation

1.32. Once registration is complete, you will receive screen message confirming registration and an email with login details will be sent to the email address provided for the authorised signatory. See below an example of the screen confirmation and email message.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back to home page
Home page > Thank you
Thank you for registering for an account on the Renewables & CHP IT system.
A username and password have been sent to the email address entered in the authorised signatory section.
However, this will need to be authorised by Ofgem before you are able to log in to your account.
Click here to log in and apply for accreditation
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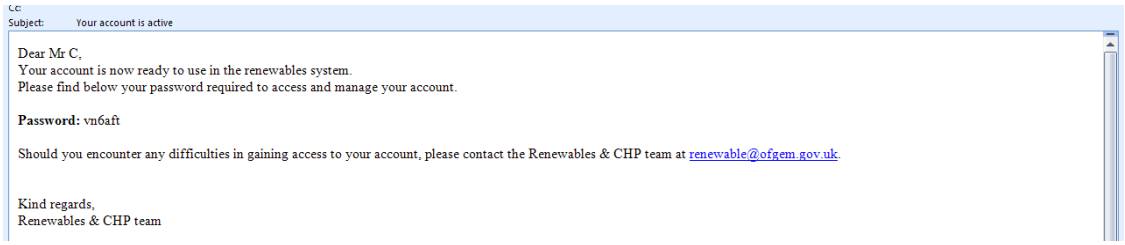
Cc:
Subject: Username
Dear Mr D,
Thank you for registering to participate in the Renewables & CHP schemes that Ofgem administers on behalf of Government.
Please find below your username required to access and manage your account.
Username: GeneratorD
Once Ofgem has approved your account , you will receive and e-mail with your password and you will be able to log in to your account.
Kind regards,
Renewables & CHP team

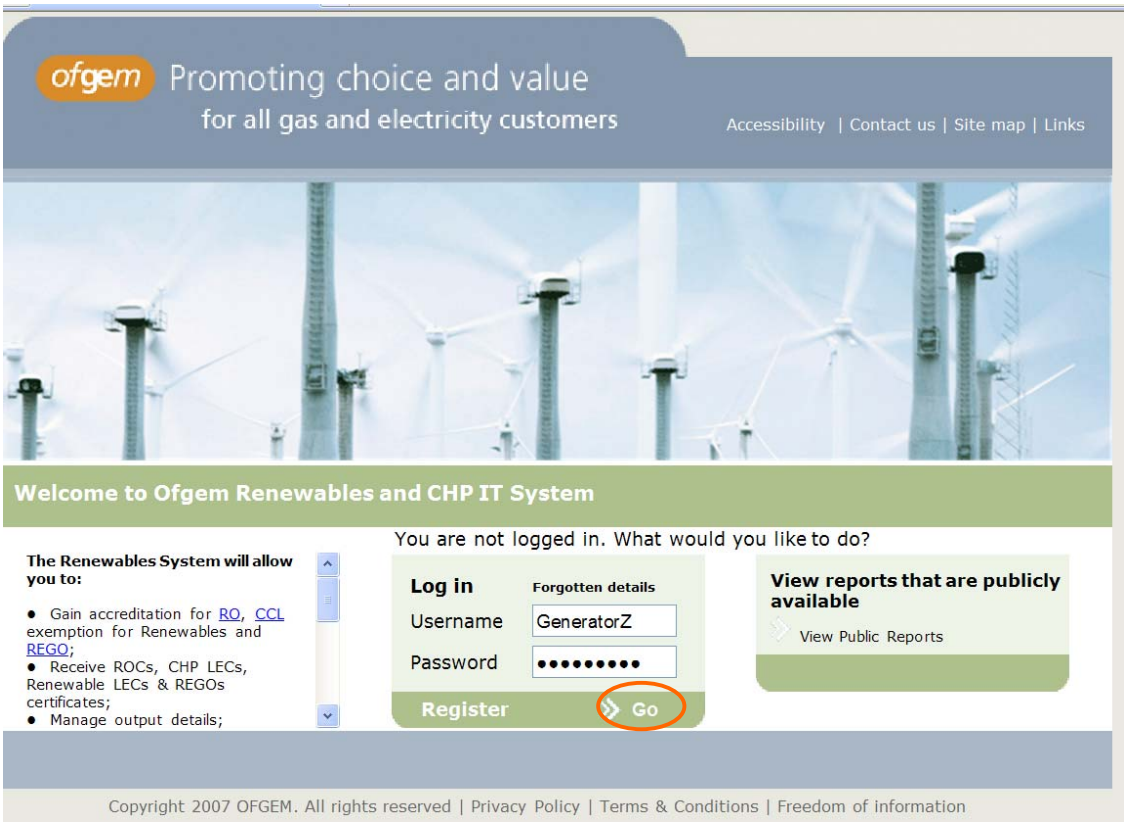
1.33. Ofgem will need to approve all registrations before the authorised signatory can gain access to their account. Once approved, the authorised signatory will receive an email confirming that their account is active with their login password. See below an example of an email confirmation.


Cc:
Subject: Your account is active
Dear Mr C,
Your account is now ready to use in the renewables system.
Please find below your password required to access and manage your account.
Password: vn6aft
Should you encounter any difficulties in gaining access to your account, please contact the Renewables & CHP team at renewable@ofgem.gov.uk.
Kind regards,
Renewables & CHP team

1.34. The authorised signatory will now be able to log in to their account and use the system to manage accreditation, output data, certificate issue/transfer, declarations and compliance in relation to the renewable schemes. In addition, the authorised signatory will be able to view reports in respect of data in held in their account.

Login

1.35. To log into the Ofgem Renewables and CHP Register, enter your username and password in the text boxes and click on the 'Go' link on the homepage.


ofgem
Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
Welcome to Ofgem Renewables and CHP IT System
The Renewables System will allow you to:
Gain accreditation for RO, CCL exemption for Renewables and REGO;
Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
Manage output details;
You are not logged in. What would you like to do?
Log in
Forgotten details
Username
GeneratorZ
Password
Register
Go
View reports that are publicly available
View Public Reports
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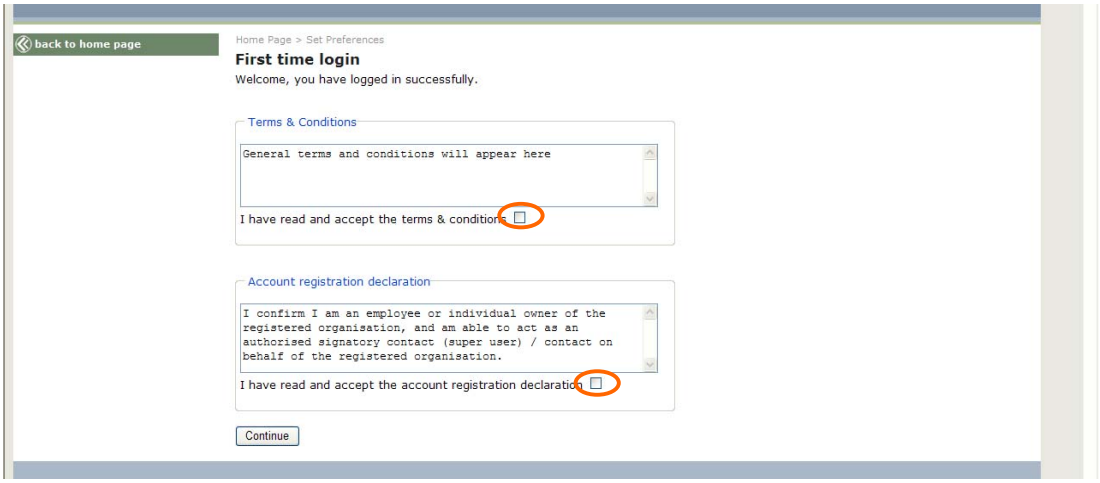
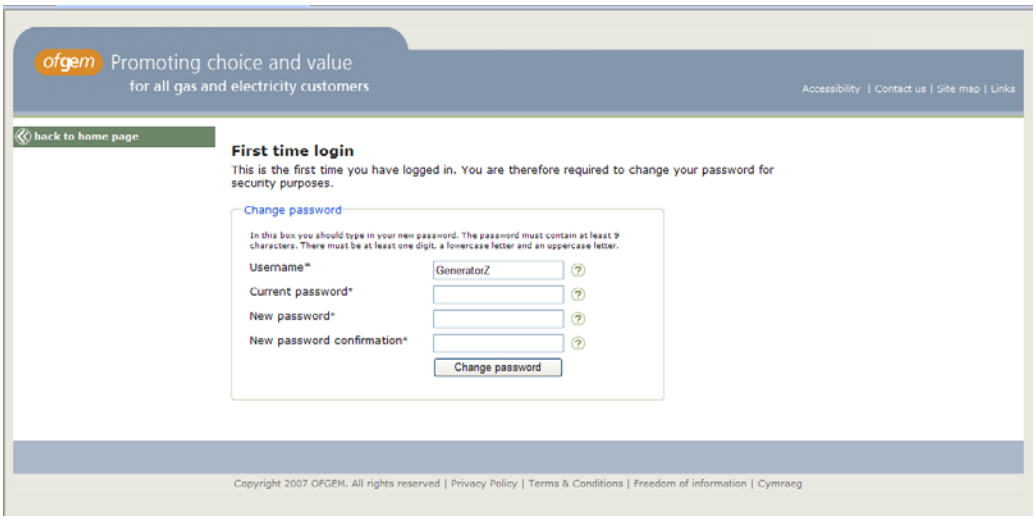
First time login

1.36. When you log into the register for the first time, using the username and password provided in the registration email, you will be prompted to accept the system's terms & conditions and the account registration declaration. As illustrated below.


back to home page
Home Page > Set Preferences
First time login
Welcome, you have logged in successfully.
Terms & Conditions
General terms and conditions will appear here
I have read and accept the terms & conditions
Account registration declaration
I confirm I am an employee or individual owner of the registered organisation, and am able to act as an authorised signatory contact (super user) / contact on behalf of the registered organisation.
I have read and accept the account registration declaration
Continue

1.37. To gain full access to the register you must read and accept (by ticking the check boxes) the system's terms & conditions and the account declaration, before you click on the 'Continue' button.

1.38. The 'Continue' button will display the 'First time login - Change password' screen, as shown below. For security purposes, you are force to change the system-generated password (i.e. the password provided in the registration email) before you log in to the register.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back to home page
First time login
This is the first time you have logged in. You are therefore required to change your password for security purposes.
Change password
In this box you should type in your new password. The password must contain at least 9 characters. There must be at least one digit, a lowercase letter and an uppercase letter.
Username*
GeneratorZ
Current password*
New password*
New password confirmation*
Change password
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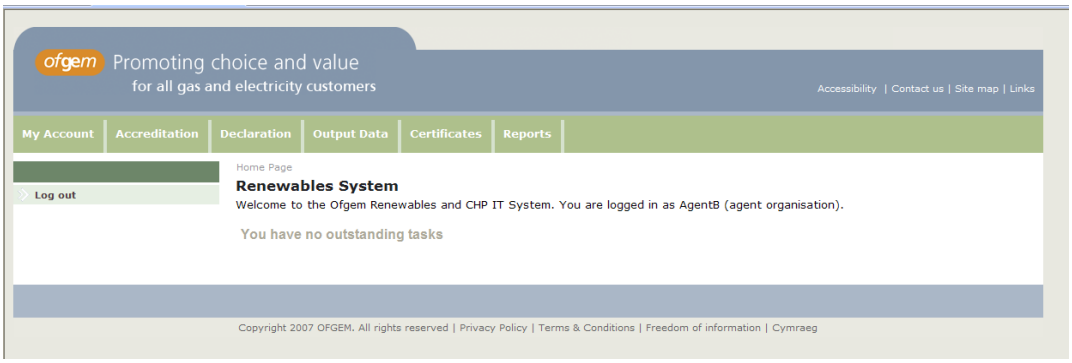
To change the password, enter the current password (i.e. the system-generated password), then enter a new password[9] and re-enter the new password. Before clicking on the 'Change password' button.

[9] Please note that passwords must contain a minimum of 9 characters. There must be one digit, a lowercase and an uppercase letter.

1.39. Click the 'Continue' button to confirm password change and gain access your account homepage (as displayed below) or click on the 'Back' button to return to the 'Change password' screen.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Accessibility | Contact us | Site map | Links
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
Log out
Home Page
Renewables System
Welcome to the Ofgem Renewables and CHP IT System. You are logged in as AgentB (agent organisation).
You have no outstanding tasks
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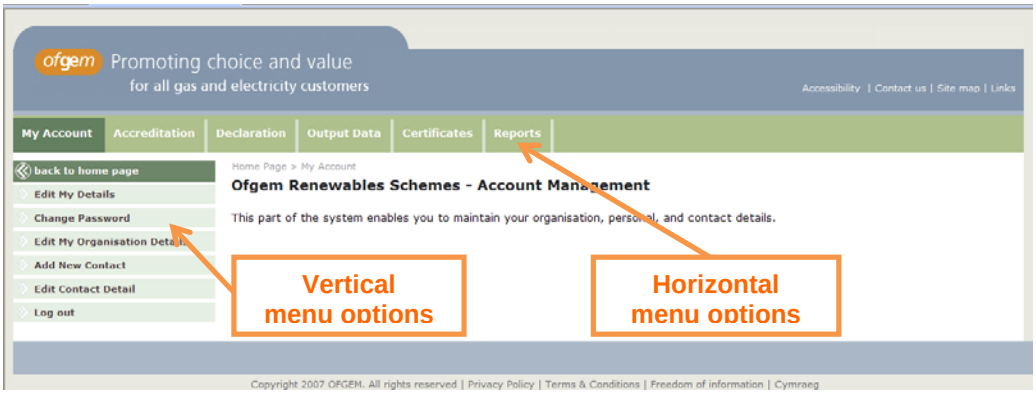
Subsequent logins

1.40. Subsequent logins will take you straight to your account homepage, as shown below.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Accessibility | Contact us | Site map | Links
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Edit My Details
Change Password
Add New Contact
Edit Contact Detail
Log out
Home Page > My Account
Ofgem Renewables Schemes - Account Management
This part of the system enables you to maintain your organisation, personal, and contact details.
Vertical menu options
Horizontal menu options
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1.41. The horizontal menu bar on your account homepage lists the sections of the register used to manage information in relation to the renewable schemes. These sections are:

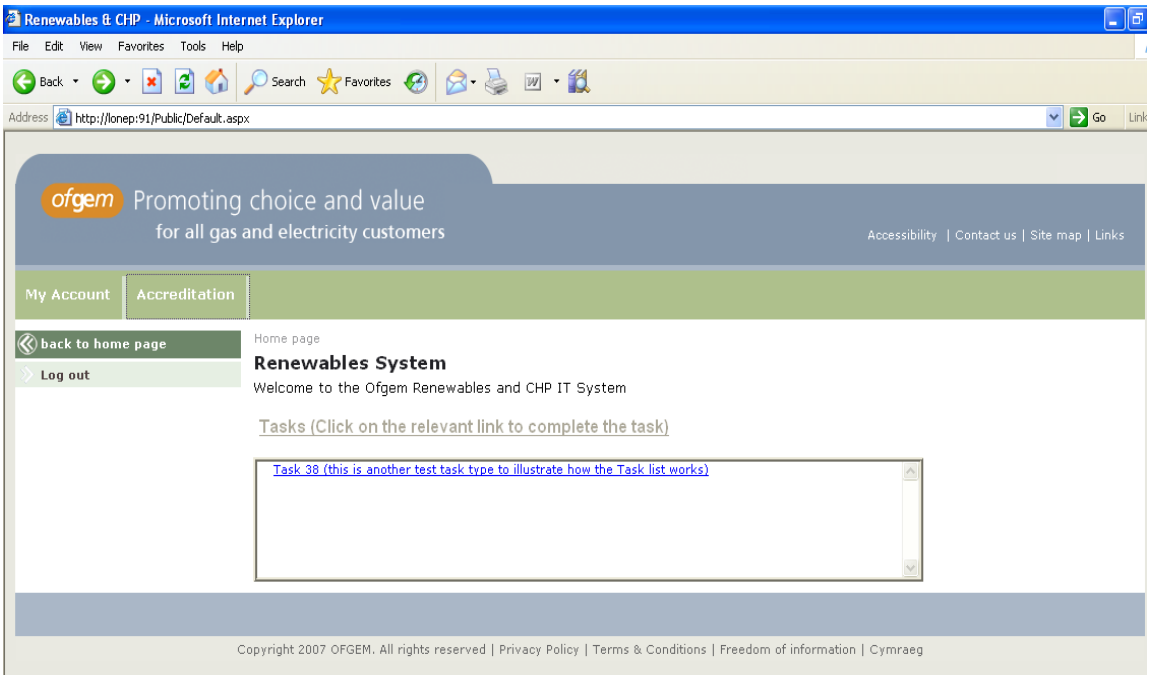
- My Account (available to all users)
- Accreditation (available to Generators and Agents)
- Declarations (available to all users)
- Output Data (available Generators and Agents)
- Certificates (available to all users)
- Compliance (available to suppliers)
- Reports (available to all users)

1.42. A vertical list of menu options is displayed, when you click on any section on the horizontal menu bar. The vertical menu options list the different functions under each section.

1.43. The account homepage also contains a list of outstanding tasks for the user. Examples of the tasks that could appear in a user's task list include:

- You have a partially completed accreditation application to complete;
- You have a query from Ofgem in relation to your accreditation application;
- Agree Declarations; etc

1.44. Clicking on a specific task will take you straight to the relevant screen you need to complete the task. A task is removed from the task list once that task has been completed.


Renewables & CHP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://lonep:91/Public/Default.aspx
Go
ofgem Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Accreditation
back to home page
Log out
Home page
Renewables System
Welcome to the Ofgem Renewables and CHP IT System
Tasks (Click on the relevant link to complete the task)
Task 38 (this is another test task type to illustrate how the Task list works)
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Log Out

1.45. There is a 'Log out' button on all vertical menu option. Click on the 'Log out' button to exit the register. You will be asked whether you wish to logout, as displayed below.

1.46. If you click on 'Yes', a message is displayed informing you that you have logged out of the register with a link to return to the Register/Login homepage. It is advisable that you use this link to safely close your browser.

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Accessibility | Contact us | Site map | Links
back to home page
You have logged out of the application. It is now safe to close the browser.
Click here to return to the login page
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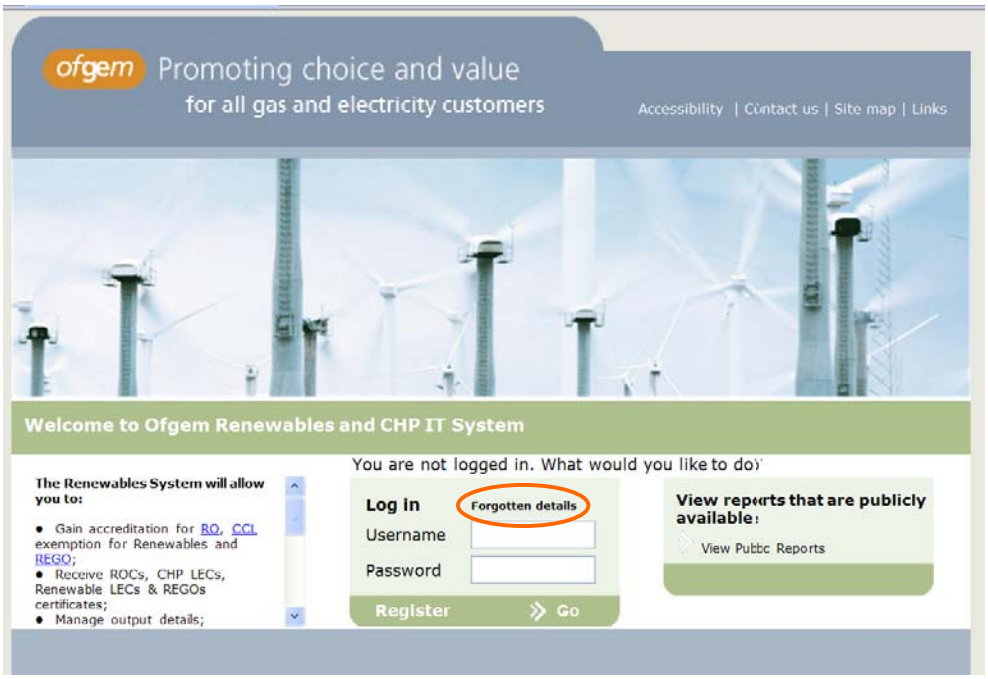
Forgotten Password

1.47. Click the 'forgotten details' link on the Register/Login homepage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Accessibility | Contact us | Site map | Links
Welcome to Ofgem Renewables and CHP IT System
The Renewables System will allow you to:
Gain accreditation for RO, CCL exemption for Renewables and REGO;
Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
Manage output details;
You are not logged in. What would you like to do?
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available:
View Public Reports

1.48. The 'Forgotten password' screen below is displayed. Enter your username and email address in the text boxes and click on the 'Request new password' button. A new password will be generated and sent to your email address.

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for all gas and electricity customers
Accessibility | Contact us | Site map | Links
back to home page
Home Page > Forgot Password
Forgotten password
If you have forgotten your password please complete the details in the forgotten password section below, and a new password will be emailed to you.
Forgotten password
Username*
Please fill in an email address*
Request new password
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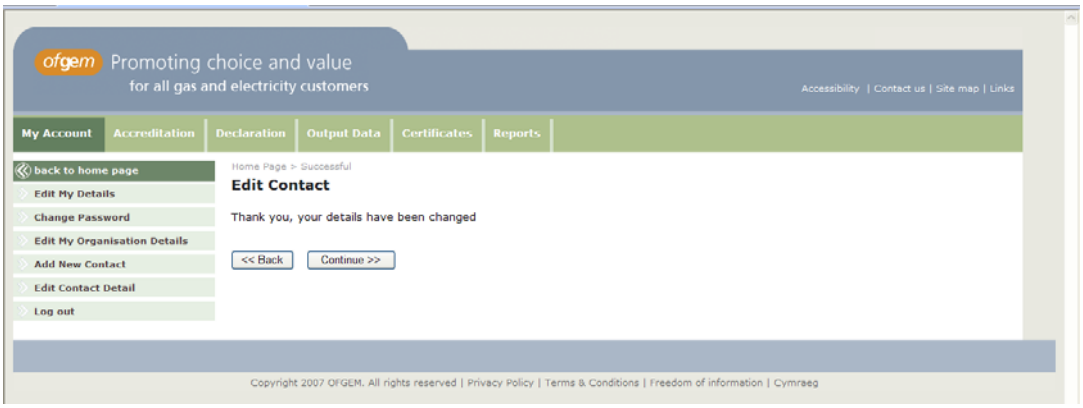
1.49. You will be required to change the system-generated password the next time you login to the register, similar to that described in paragraph 1.41 - 1.43 for first time login.

2. My Account

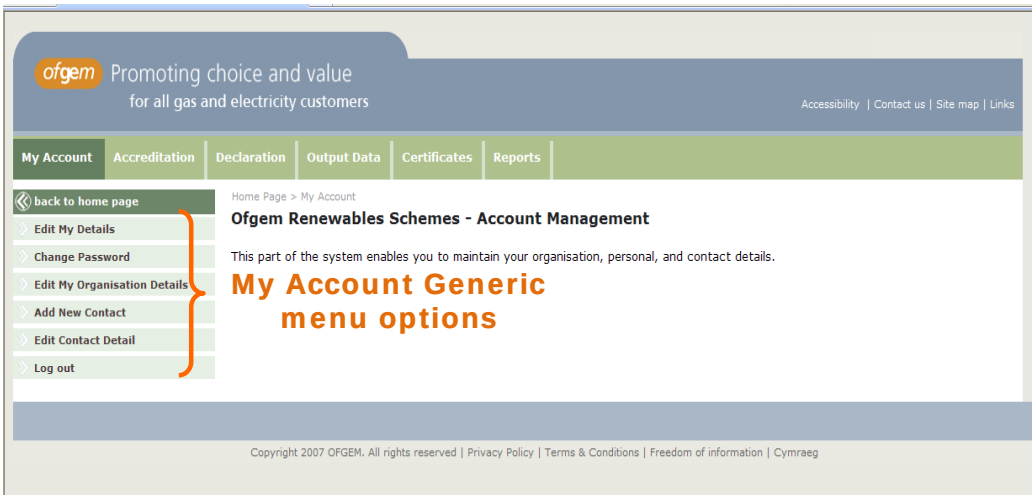
2.1. The 'My Account' section on the horizontal menu bar of your account homepage, displays a list of options to manage your registration details. The option available to users depends on the type of organisation and the user's (account contact) role and permission rights.

2.2. It is important to note that any change to the 'My Account' section would need to be validated by entering your Username and Password. Once validated, a confirmation message will be displayed on screen, as illustrated below.



Generic Menu Options

2.3. For all organisation types (i.e. 'Generator', 'Agent', 'Supplier' and 'Participant'), there are a number of generic menu options under 'My Account' that are available to all authorised signatory contacts, as shown below.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for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Log out
Home Page > My Account
Ofgem Renewables Schemes - Account Management
This part of the system enables you to maintain your organisation, personal, and contact details.
My Account Generic menu options
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Edit My Details

2.4. The 'Edit my details' option is available to all account contacts. It allows users to view and amend their contact details supplied during registration. Please note that only the 'authorised signatory' can edit an email address for an account contact.

Change Password

2.5. The 'Change Password' option is available to all account contacts. It allows users to change their passwords whenever they feel it is necessary. Good security protocols suggest that this should be done every X months.

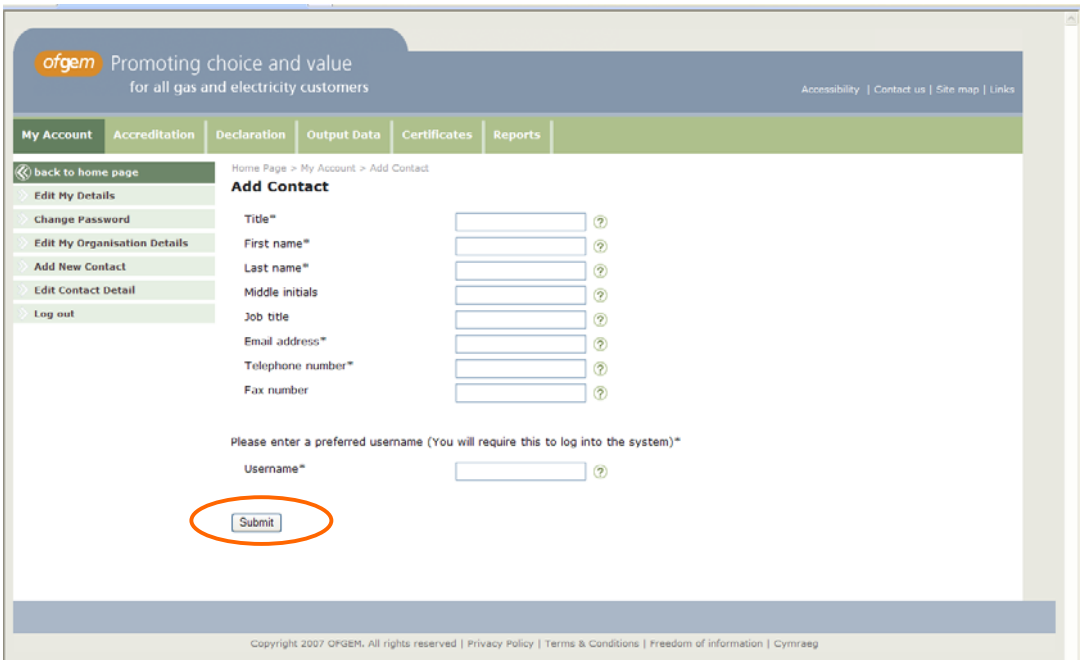
Edit My Organisation Details

2.6. The 'Edit my organisation details' menu option is only available to the 'authorised signatory'. Other account contacts will be unable to amend their organisation details.

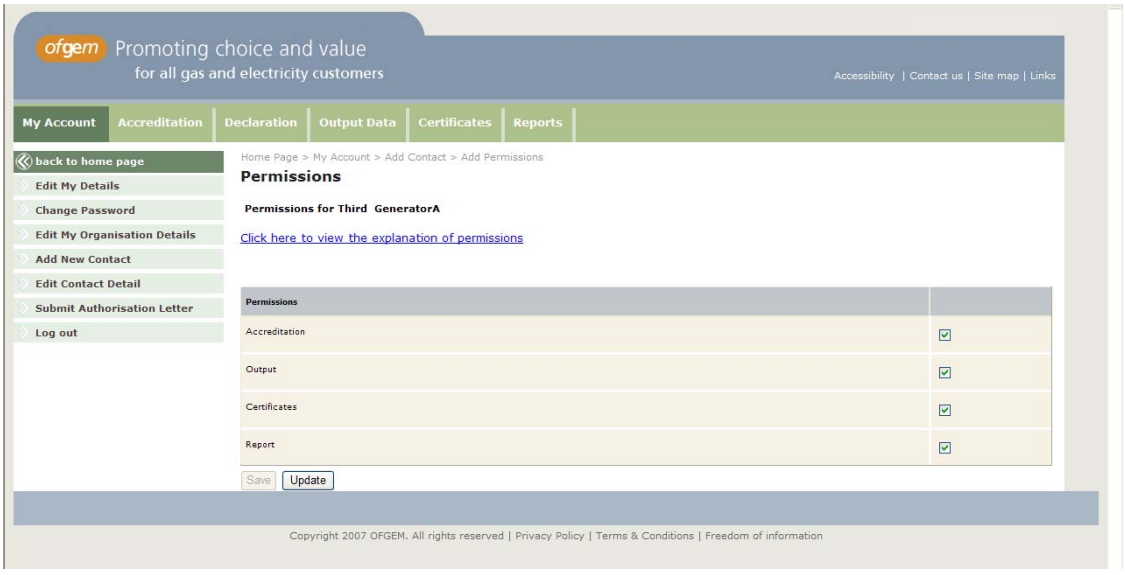
Add New Contact

2.7. The authorised signatory can add other contacts to their account by using the 'Add new contact' menu option. This menu option is only available to the authorised signatory.

2.8. To add a new contact, click on the 'Add Contact' menu option, a screen is displayed as shown below. Enter contact details for a new contact, ensuring the username and the email address is unique. Clicks on the 'Submit' button.



2.9. A 'Permissions' screen is displayed enabling the authorised signatory to set permission rights for a new contact/user. See below.



2.10. Tick the check boxes to assign specific permissions or tick the select all check box to assign the maximum permission rights, then click on the 'Save' button.

Edit Contact Details

2.11. The 'Edit Contact Details' option is only available to the authorised signatory. The authorised signatory will be able to select an account contact from a drop down list of all contacts and amend the contact details and permission rights for all account contacts. The authorised signatory can also delete a contact.

Agent Specific Menu Options

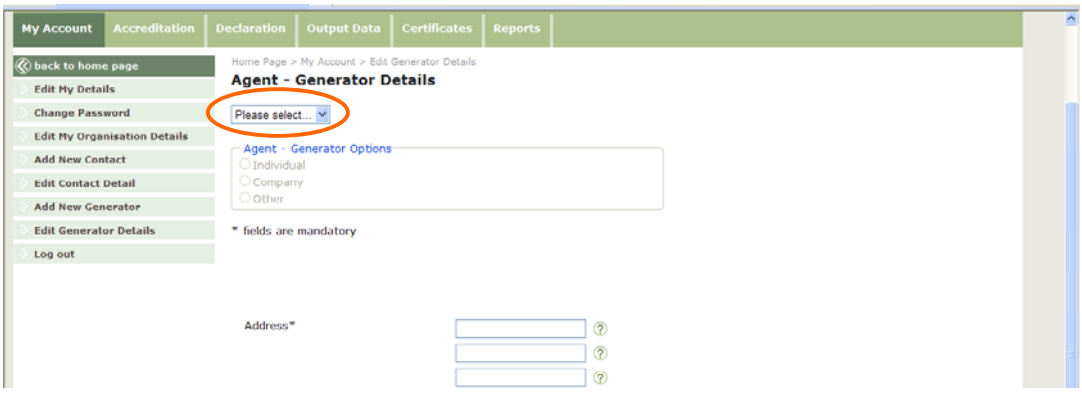
2.12. In addition to the generic menu options under 'My Account', the authorised signatory for an agent account can add a new generator and edit a generator contact details.

Add New Generator to an Agent

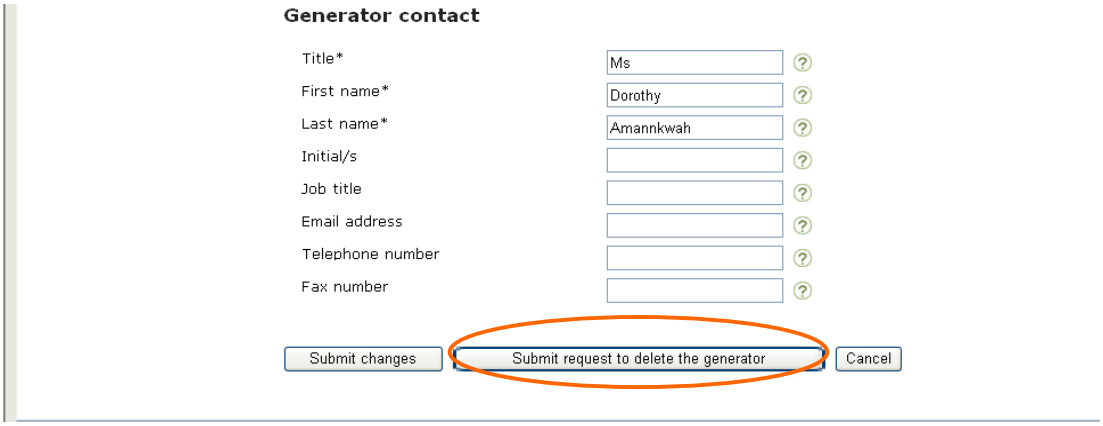
2.13. Click on the 'Add New Generator' menu option and enter details for the generator you are representing, similar to that described in paragraph 1.19-1.22.

Edit Generator details

2.14. Click on the 'Edit Generator details' menu option, select a generator from a drop down list of all generators the agent has registered (see below) and amend the generators contact details. Click on the 'Submit change' button to amend generator details.



2.15. In the circumstance where an agent no longer represents a generator, the agent can submit a request to Ofgem to disassociate/delete a generator from their account by selecting a generator and clicking on the 'Submit request to delete the generator'.



Supplier Specific Menu Options

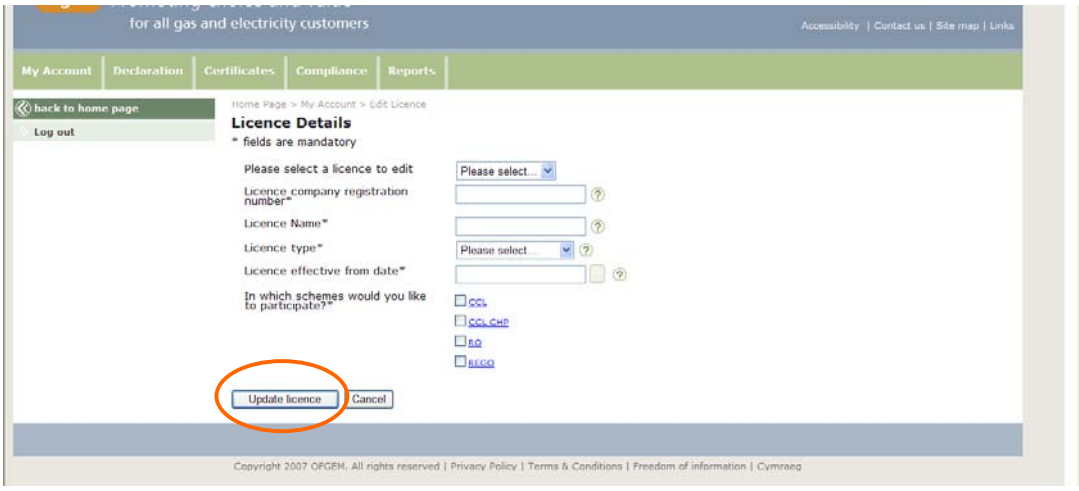
2.16. In addition to the generic menu options under 'My Account', the authorised signatory for a Supplier account can add a new licence and edit licence details.

Add new licence

2.17. To add a new licence supplier, click the 'Add licence' menu option. Enter details of the new licence supplier and click on 'Submit'.

Edit licence

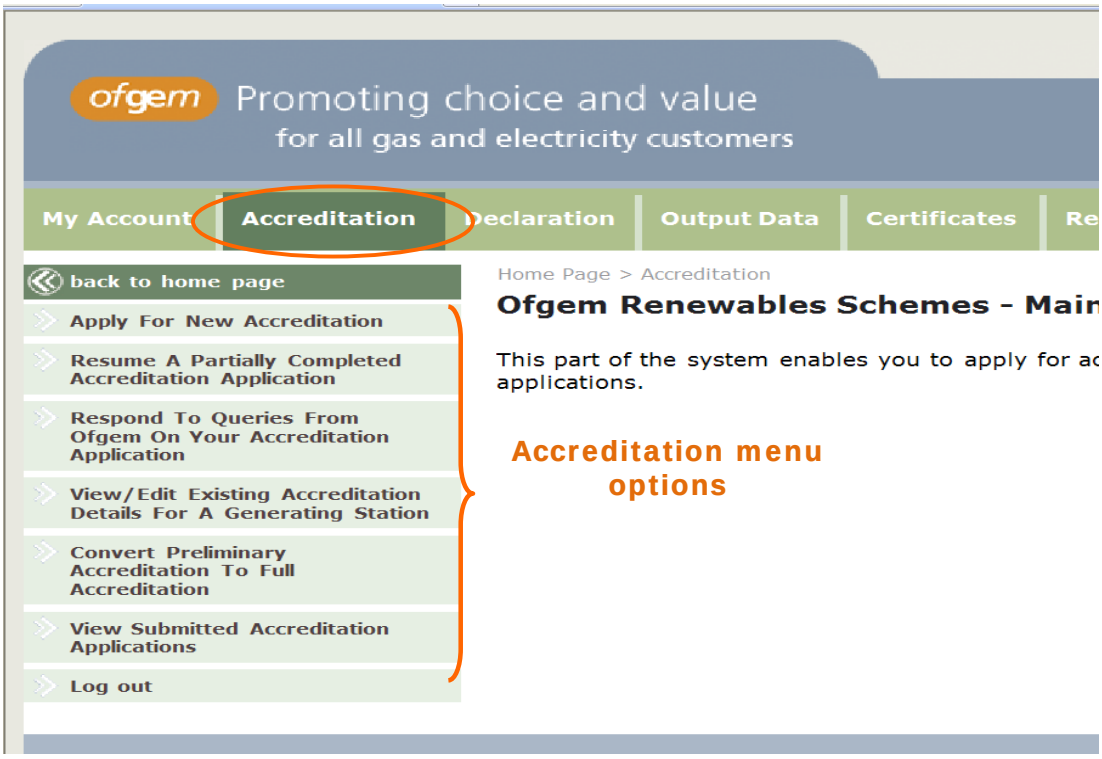
2.18. Click on the 'Edit licence' menu option, select a licence from a drop down list of licences (see screen below). Amend the licence details and click on the 'Update licence' button



3. Accreditation

3.1. The 'Accreditation' section on the horizontal menu bar on your account homepage, enables registered generator and agent[10] organisations to apply for accreditation under the renewable schemes and manage their accreditation information. This menu option is not available to organisations registered as suppliers or participants.

3.2. When completing this section of the register, It is important that you read the generator and/or agent guidance which can be found on our website at: www.ofgem.gov.uk under the sustainability and Environment.



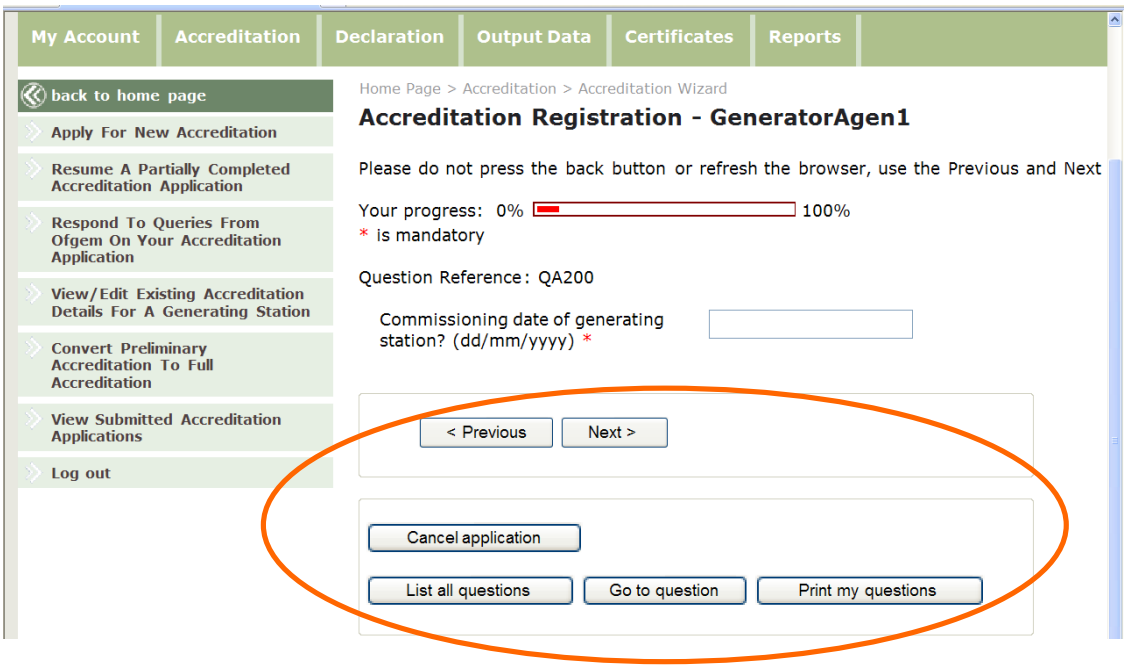
Apply For New Accreditation

3.3. The 'Apply for new accreditation' menu option allows Generators and Agents who are authorised to act on behalf of Generators to apply for the accreditation of generating stations for the renewable schemes.

[10] An Agent organisation can only apply for accreditation of small generating station (i.e. stations with a capacity of 50kW or less).

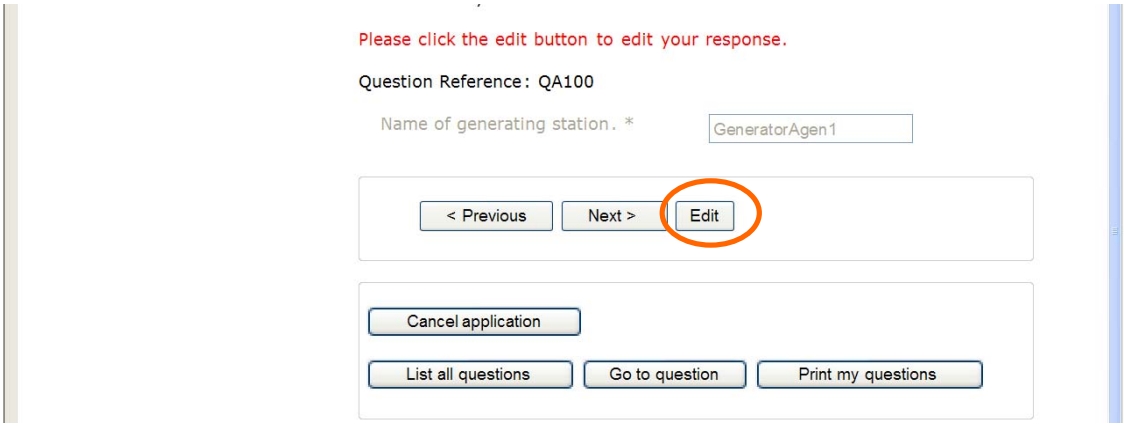
3.4. This section of the register will take the user through what is termed as a wizard – 'The Accreditation Wizard'. The wizard takes the user through a series of questions required to enable the Ofgem renewables and CHP team to make an informed decision with regards to accrediting the station in question. The wizard is based on a set of rules that determine the next question that should be presented based on the answer supplied to the previous question.

3.5. Click on the 'Apply for New Accreditation' menu option to display the Accreditation wizard. There are five buttons on screen to help the user navigate through the 'Accreditation wizard', as displayed below.


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Accreditation Wizard
Accreditation Registration - GeneratorAgen1
Please do not press the back button or refresh the browser, use the Previous and Next
Your progress: 0% 100%
* is mandatory
Question Reference: QA200
Commissioning date of generating station? (dd/mm/yyyy) *
< Previous
Next >
Cancel application
List all questions
Go to question
Print my questions

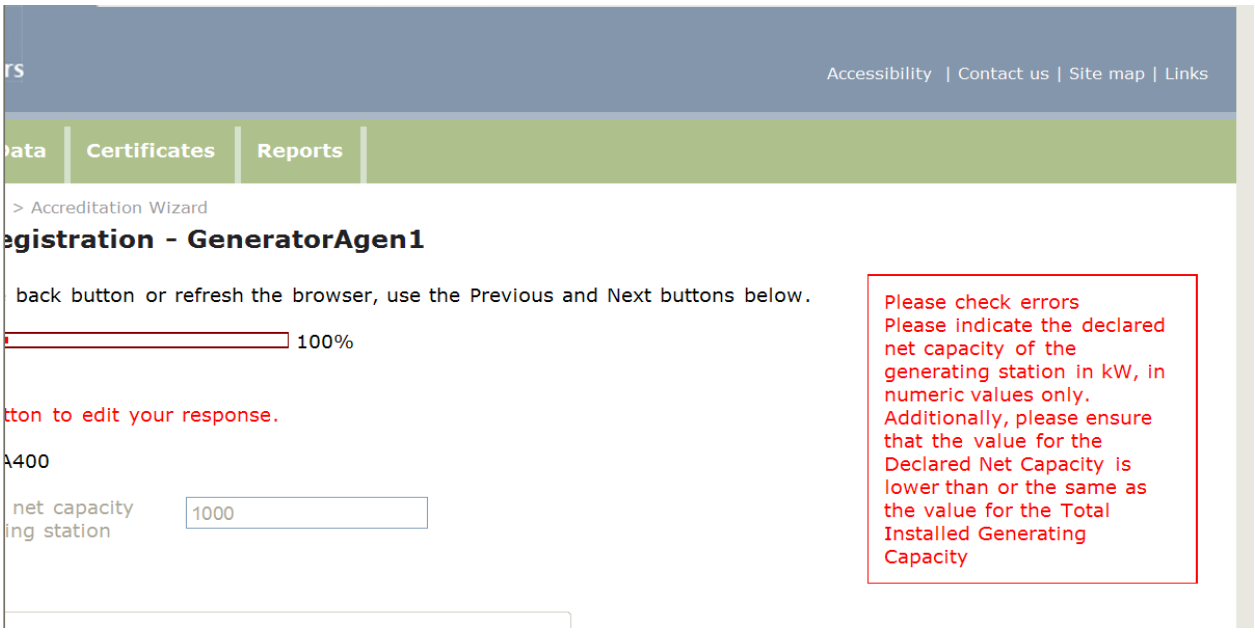
3.6. The 'Next>' button takes the user to the next question in the sequence. The '<Previous' button takes the user back through the sequence of question previously answered and gives the user the option to edit answers, as displayed below.

3.7. Please use these buttons and do not use 'Back' or 'Refresh' buttons on your browser as it may result in an application error.



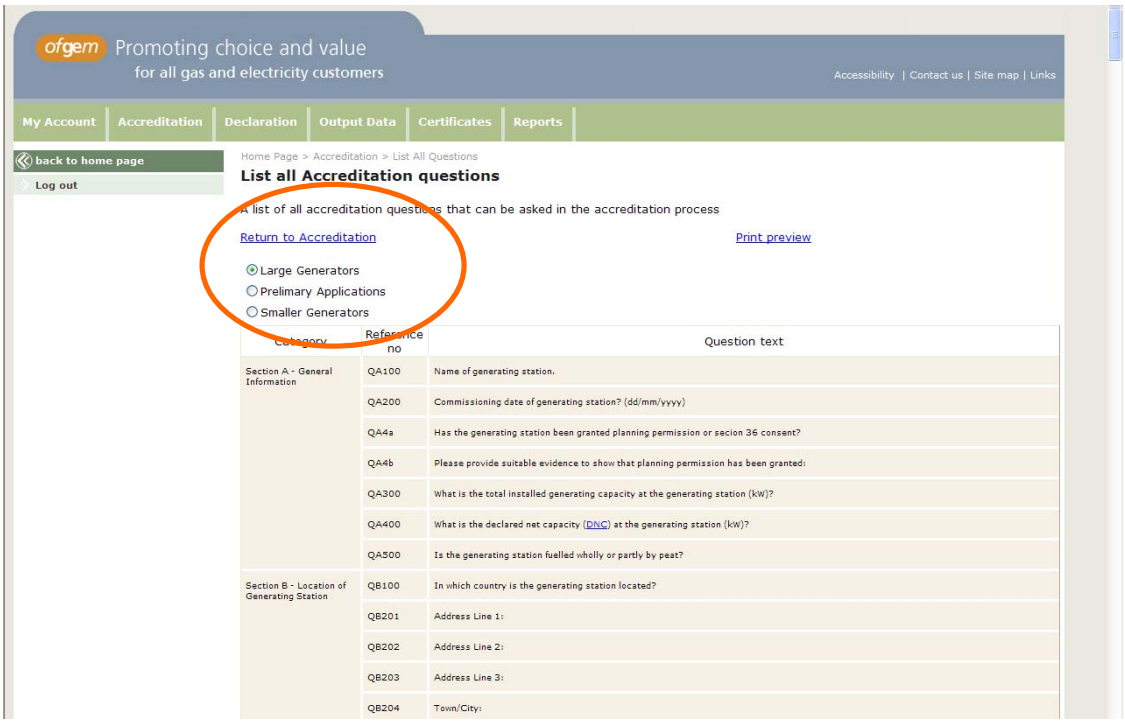
3.8. Click on the 'Edit' button and amend your answer, then click the 'Next>' button to continue through the application wizard. You may go back and edit answers at any point up to actually submitting the application.

3.9. Changing answers can however have a knock-on effect. For example, if you entered a total installed capacity and a declared net capacity of 1000kW (question ref. QA300 and QA400), then changed the installed capacity to 900kW. You will also be required to change the declared net capacity, because the declared net capacity cannot be greater than the total installed capacity. If you do not amend you answer, you will receive an error message, as illustrated below.


Accessibility | Contact us | Site map | Links
Certificates
Reports
> Accreditation Wizard
back button or refresh the browser, use the Previous and Next buttons below.
100%
1000
Please check errors
Please indicate the declared net capacity of the generating station in kW, in numeric values only. Additionally, please ensure that the value for the Declared Net Capacity is lower than or the same as the value for the Total Installed Generating Capacity

3.10. The 'List all questions' button, lists all the questions that are available in the accreditation wizard, as displayed below. You can select the 'Large Generator', 'Preliminary Accreditation' or 'Small Generator' radio buttons to view questions in

that particular category. You can also opt to open a print preview of all of the questions, and print the list of questions.

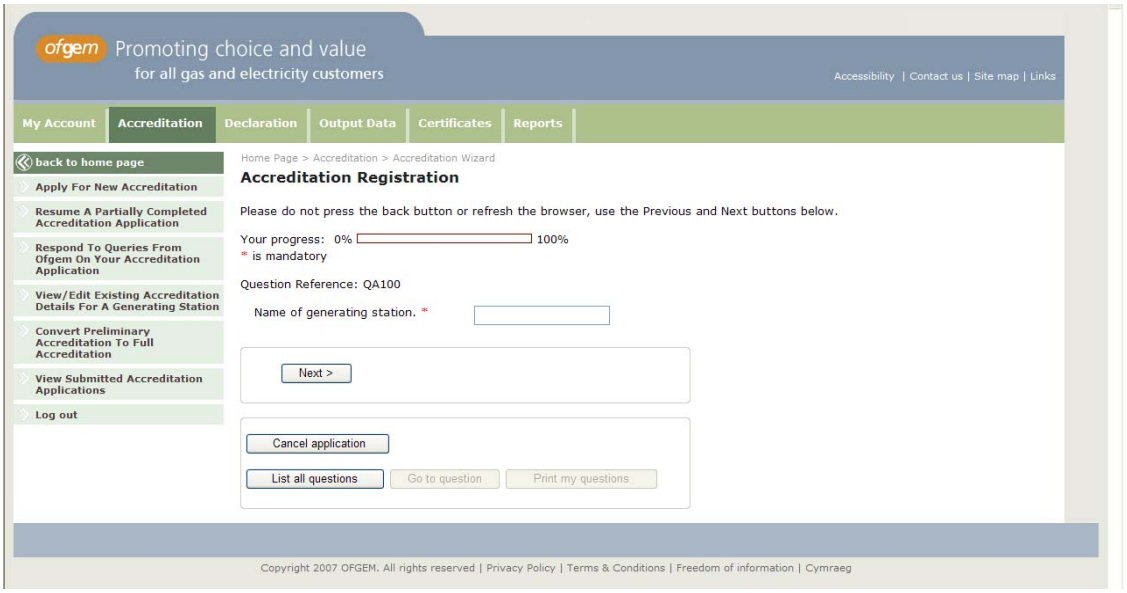


3.11. The ‘Go to Question’ button may be used to select a question that you have previously answered from a drop down list or by use of the question reference number. The screen below will be displayed when you click on 'Go to question' button.

3.12. The 'Print my questions' button displays a list of all questions that you have answered so far in the Accreditation wizard. You can select the Print preview link and print the list of questions answered.

3.13. The 'Cancel application' button cancels and deletes the entire accreditation application for a generating station.

3.14. The first question displayed in the accreditation wizard asks for the name of the generating station. Enter the generating station name and click the 'Next' button. Please note that the generating station name must be unique, for example if the register already holds an application for ‘Generating station 1’, it will not be possible to enter ‘Generating station 1’.


ofgem Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Accreditation Wizard
Accreditation Registration
Please do not press the back button or refresh the browser, use the Previous and Next buttons below.
Your progress: 0% 100%
* is mandatory
Question Reference: QA100
Name of generating station. *
Next >
Cancel application
List all questions
Go to question
Print my questions
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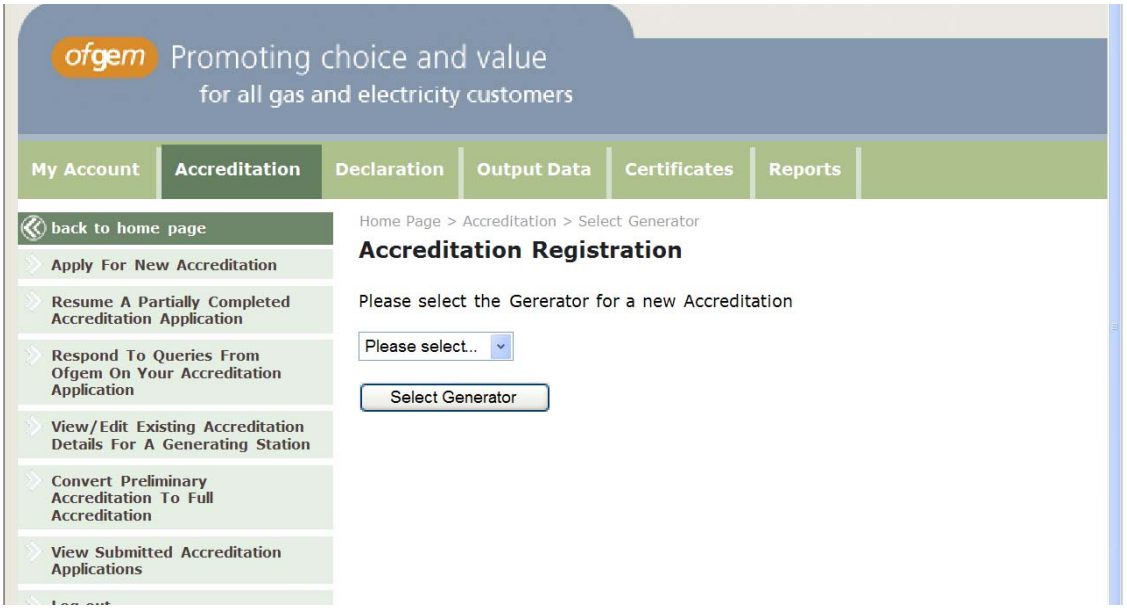
3.15. For an agent account, the agent will be prompted to select the Generator that they are representing, from a drop down list of all Generators registered, before the first question is displayed, as illustrated below.


ofgem Promoting choice and value
for all gas and electricity customers
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Home Page > Accreditation > Select Generator
Accreditation Registration
Please select the Gererator for a new Accreditation
Please select..
Select Generator

3.16. The accreditation wizard will ask the user a series of questions about the generating station, under the following headings:

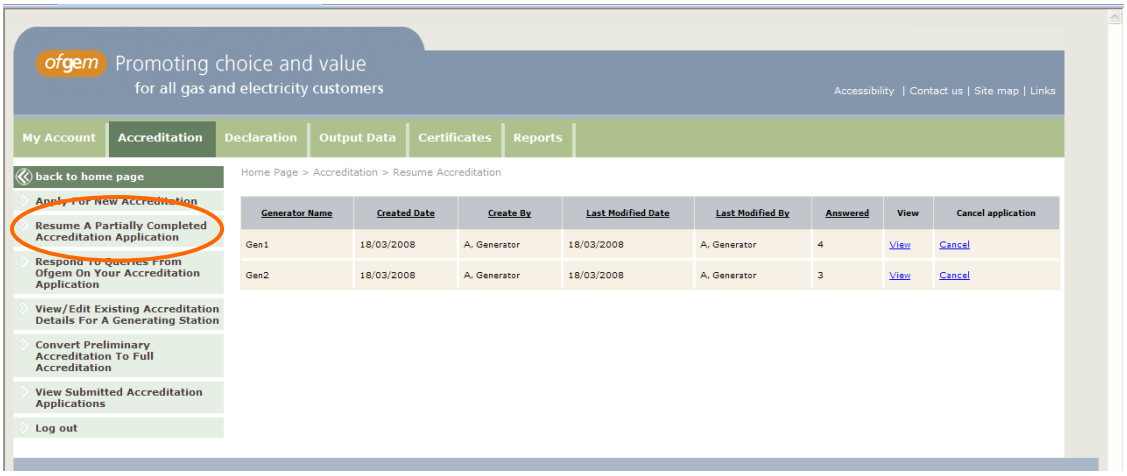
- General Information
- Location of generating station
- Renewable Schemes and Technology
- Qualifying Arrangements
- Technical Information
- Eligible Output & Metering
- Ineligible Output & Metering
- Connection Arrangements
- Electrical Schematic Diagram
- Fossil Fuel and Waste Use
- Declarations

3.17. The user should complete all the relevant questions and click on the 'Submit your application' button to apply for accreditation under the renewable schemes. Ofgem will review the application and accredit the generating station where the station meets all legislative requirements.

Resume A Partially Completed Accreditation Application

3.18. The 'Resume a partially completed accreditation application' menu option allows users to return to an application that they did not complete. The user is returned to the last question that they answered in the partially compete accreditation application.

3.19. Select the menu option 'Resume a partially completed accreditation application', a screen listing all your partially complete accreditation applications is displayed, as shown below. A task to resume a partially completed accreditation application, with a link to the screen below, will also be displayed on the users account homepage.



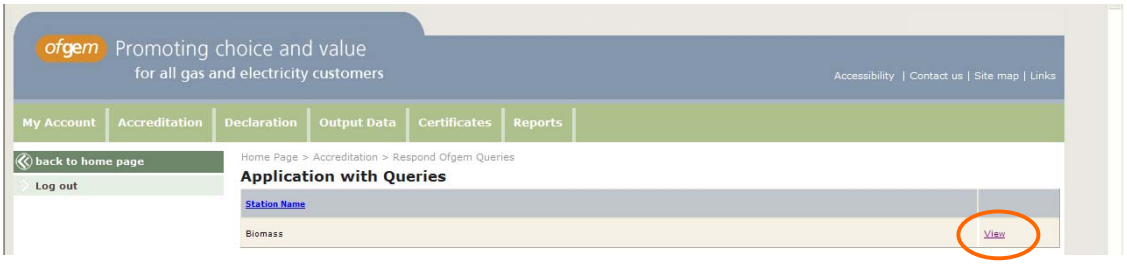
3.20. Select the 'view' link against the application that you wish to resume. Clicking this link will take you to the last question answered on the application wizard. Click next to continue through the wizard to complete the application.

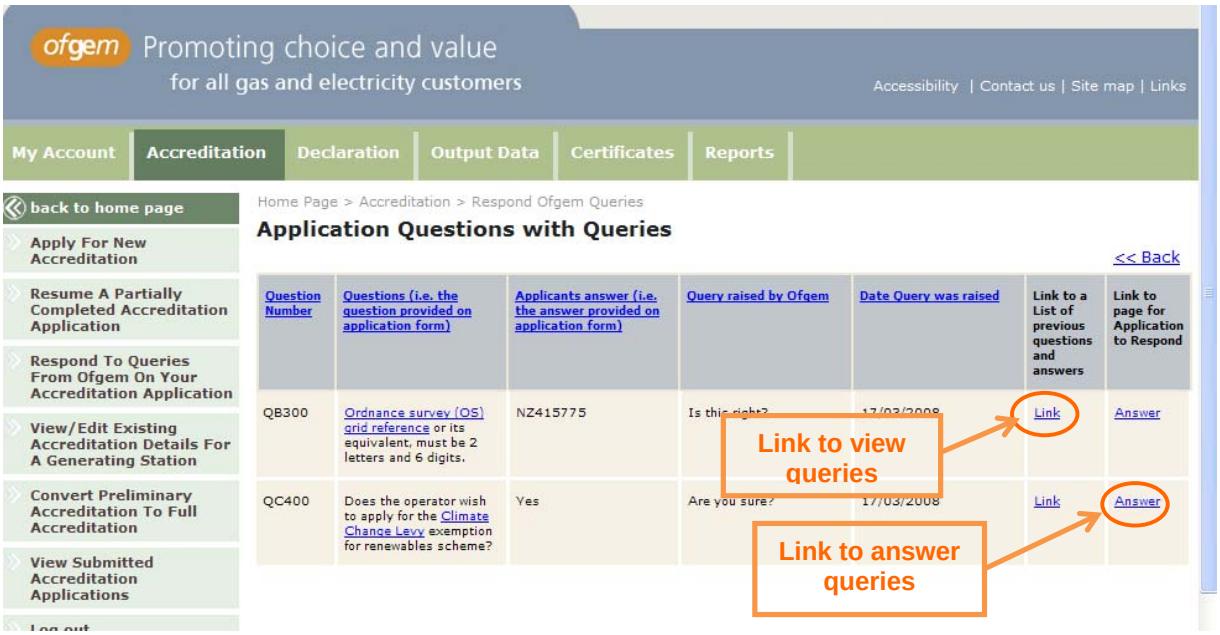
Respond to Queries From Ofgem on Your accreditation Application

3.21. Once the User (Agent/Generator) has submitted an accreditation application, it becomes available to Ofgem for review. During the review, it is possible for Ofgem to send queries back to the applicant in relation to the submitted application. This may be a request to edit an answer or an additional query, which requires a response.

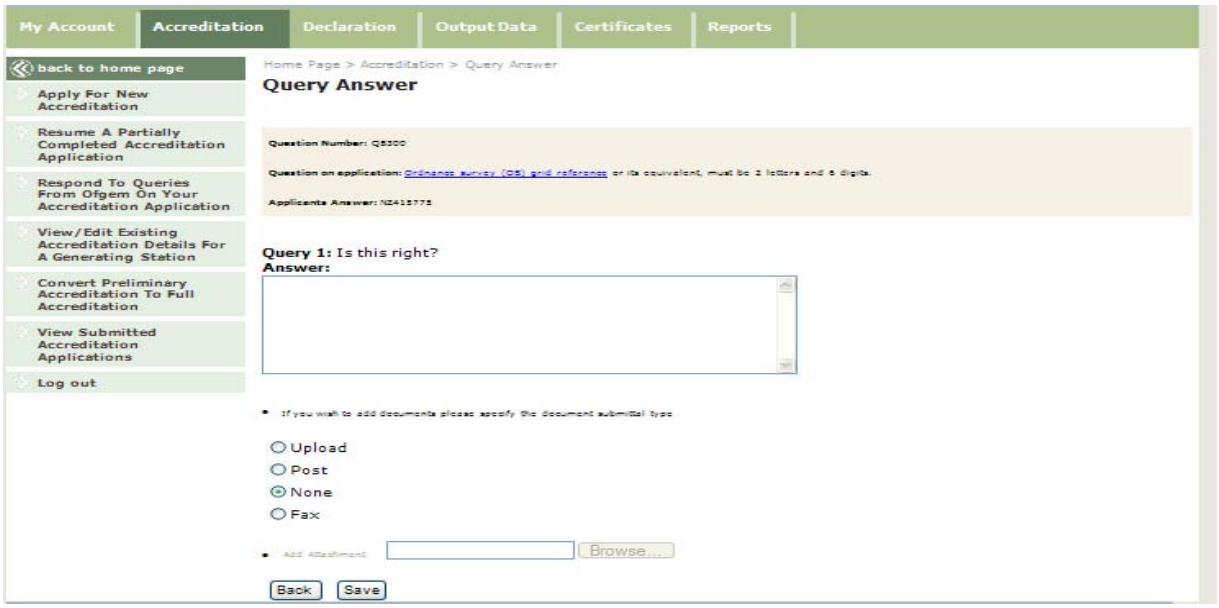
3.22. The user (Agent/Generator) will be able to respond to Ofgem's queries by using the 'Respond to queries from Ofgem on your Accreditation Application' menu option.

3.23. Select the 'View' link against a particular station's application to drill down and view a list of all queries raised in relation to that station's application, as shown below.

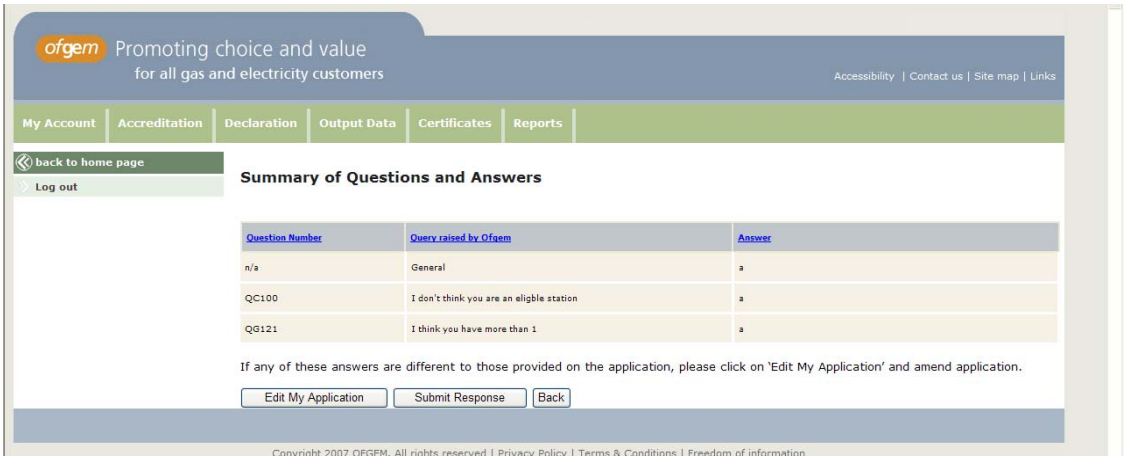



ofgem
Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Home Page > Accreditation > Respond Ofgem Queries
Application Questions with Queries
<< Back
Question Number
Questions (i.e. the question provided on application form)
Applicants answer (i.e. the answer provided on application form)
Query raised by Ofgem
Date Query was raised
Link to a List of previous questions and answers
Link to page for Application to Respond
QB300
Ordnance survey (OS) grid reference or its equivalent, must be 2 letters and 6 digits.
NZ415775
Link
Answer
QC400
Does the operator wish to apply for the Climate Change Levy exemption for renewables scheme?
Yes
Are you sure?
17/03/2008
Link
Answer
Link to view queries
Link to answer queries

3.24. Click the 'link' against a particular question to see the history of queries raised against a specific question. The latest query is at the top of the list and requires a response. The applicant/user will be required to click on the 'answer' link to respond to queries raised and has the option to upload/post/fax additional information, as displayed below.



3.25. Once all queries have been answered, the user should submit their responses to Ofgem and, where necessary amend and re-submit their application.



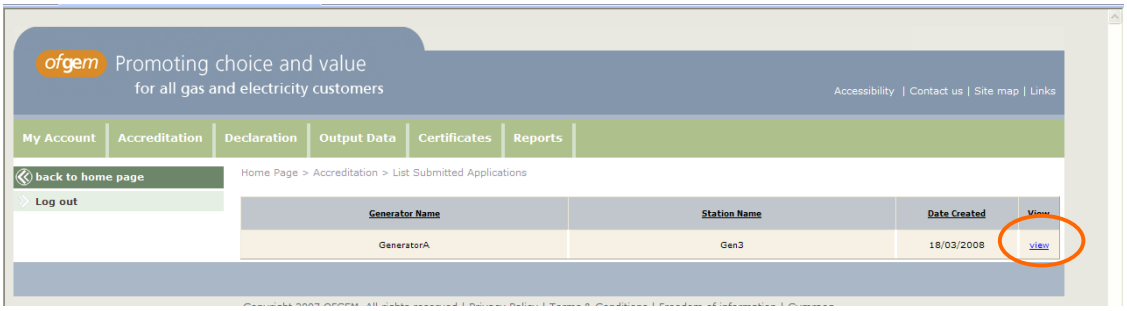
View / Edit Existing Accreditation Details For A Generating Station

3.26. The 'view/edit existing accreditation details' menu options allows the user (Agent/generator) to view/edit accreditation details for generating stations that have already been accredited using the accreditation wizard.

3.27. Ofgem will be required to review and accept any changes made to an accredited generating station before the changes can be applied to that generating station on the register.

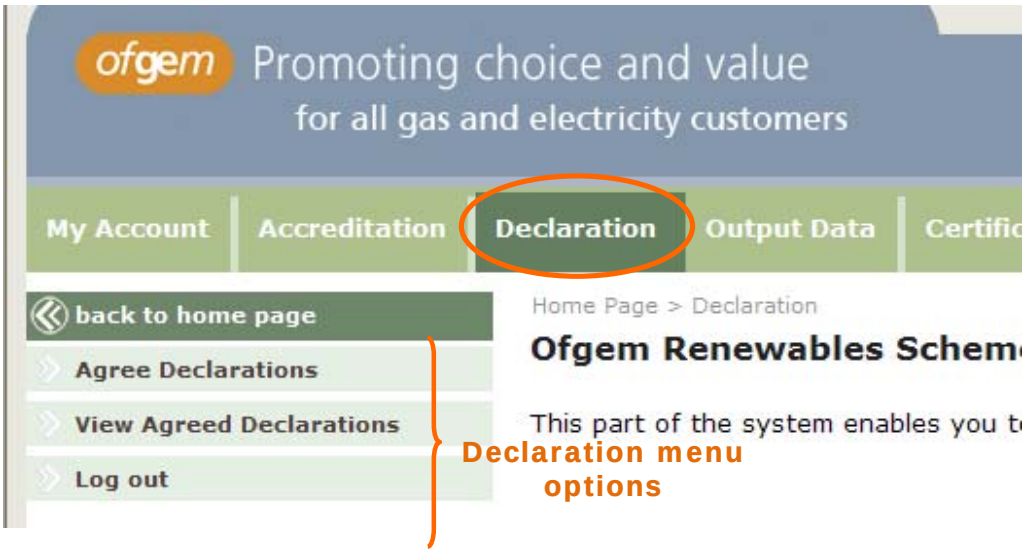
View Submitted Accreditation Applications

3.28. The 'View submitted accreditation applications' menu option lists all your submitted applications that are in review by Ofgem. You will be able to select a submitted accreditation application by clicking on the 'view' link to view a read only version of the application.



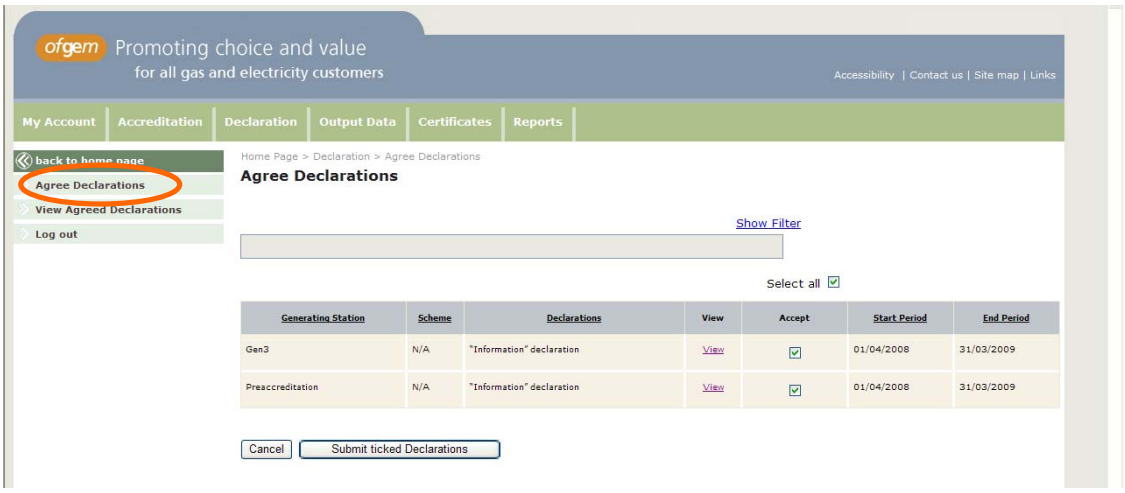
4. Declarations

4.1. The 'Declaration' section on the horizontal menu bar on your account homepage, enables an authorised signatory to view and agree annual declarations in respect of the renewable schemes. The authorised signatory is the only user that has access to this section.



Agree Declarations

4.2. To agree pending renewable scheme declarations, click on the 'Agree Declarations' menu option. The task list on your account homepage will notified you of any pending declarations. You can also click on the task on your account homepage to take you straight to the 'Agree Declaration' screen.



4.3. Click the 'View' link on the 'Agree Declaration' screen to read the declaration. You can also use the 'print view' button to print off a copy of the declaration. It is very important that you view and read each declaration before you sign it. Signing the declaration indicates that you have read and agreed to the declaration.

4.4. Select the Declaration you wish to agree by clicking on the checked box next to the Declaration or click on the 'Select All' box, if you wish to agree all pending declarations, and click on 'Submit ticked declarations'.

4.5. To confirm your submission, you will need to enter your username and password. Once confirmed, you can click the 'Back' button to return to the Declaration page or 'Continue' button to return to your account homepage.

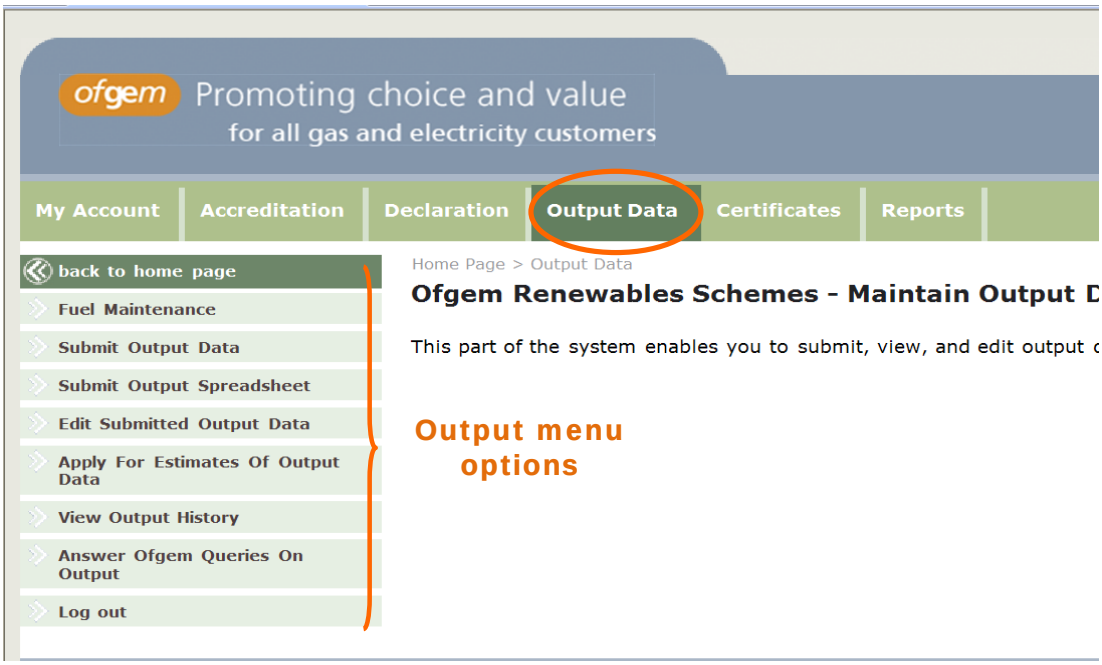
View Agreed Declarations

4.6. The user can click the 'View Agreed Declarations' menu option to view a list of all previously agreed declarations.

4.7. It is important to note that certificates will not be issued to generator or agent account that has not agreed to the relevant scheme declarations for a generating station.

5. Output Data

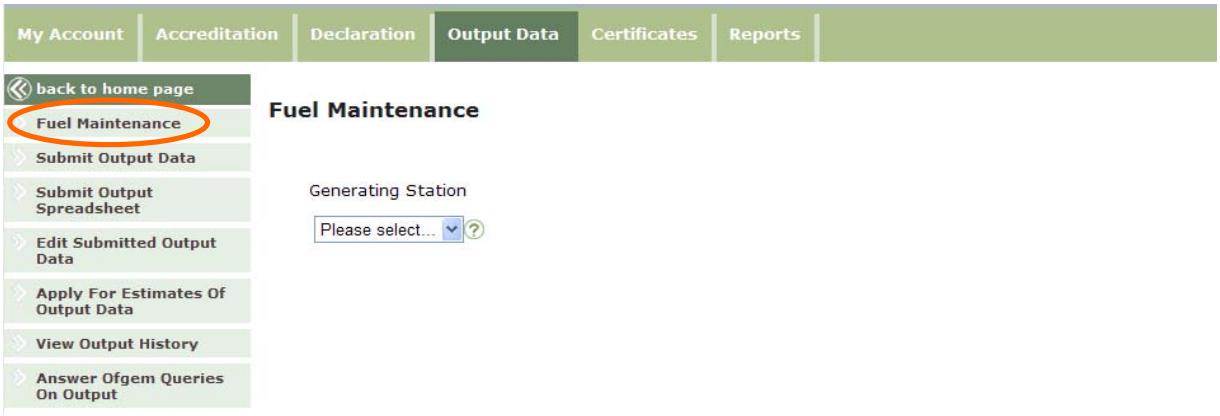
5.1. The 'Output Data' section on the horizontal menu bar on your account homepage, enables a user submit output data, upload output spreadsheets, edit submitted output data, apply for estimates of output data, view output history, and answer Ofgem queries on output. This menu option is only available to Generators and Agents.



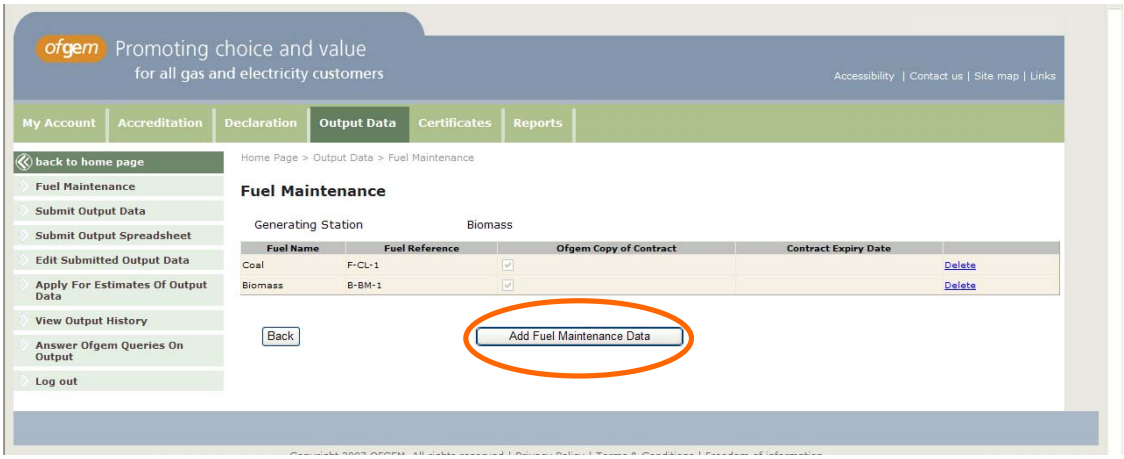
Fuel Maintenance

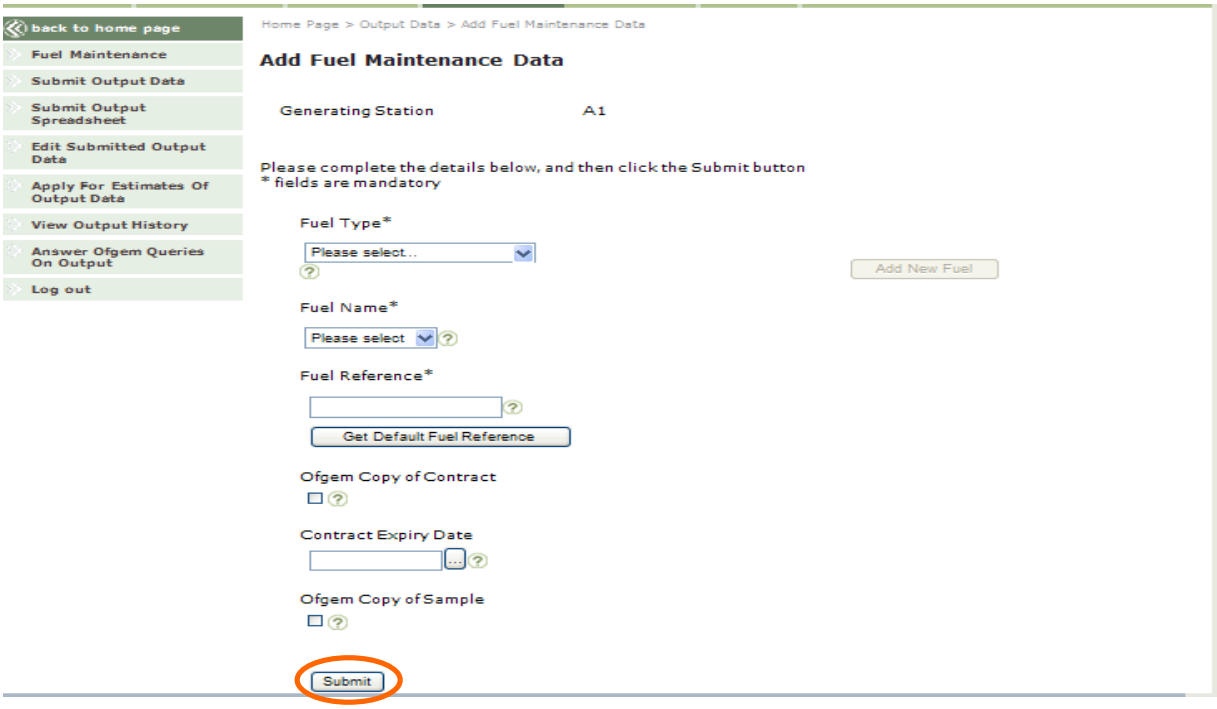
5.2. The 'Fuel maintenance' menu option is for generating stations that are accredited as a biomass, waste, energy crop or co-firing technology under the renewable schemes. This menu option is used to record all the fuel streams burned by these generating stations, to enable the user complete the fuel measurement and sampling information required for monthly output data submissions.

5.3. Click on the 'Fuel Maintenance' menu option and select your generating station from the drop down list of your accredited generating stations, as displayed below.



5.4. Click on the 'Add Fuel Maintenance Data' button. Enter details of the fuel burned at the generating station and click on the 'Submit' button, as illustrated below.





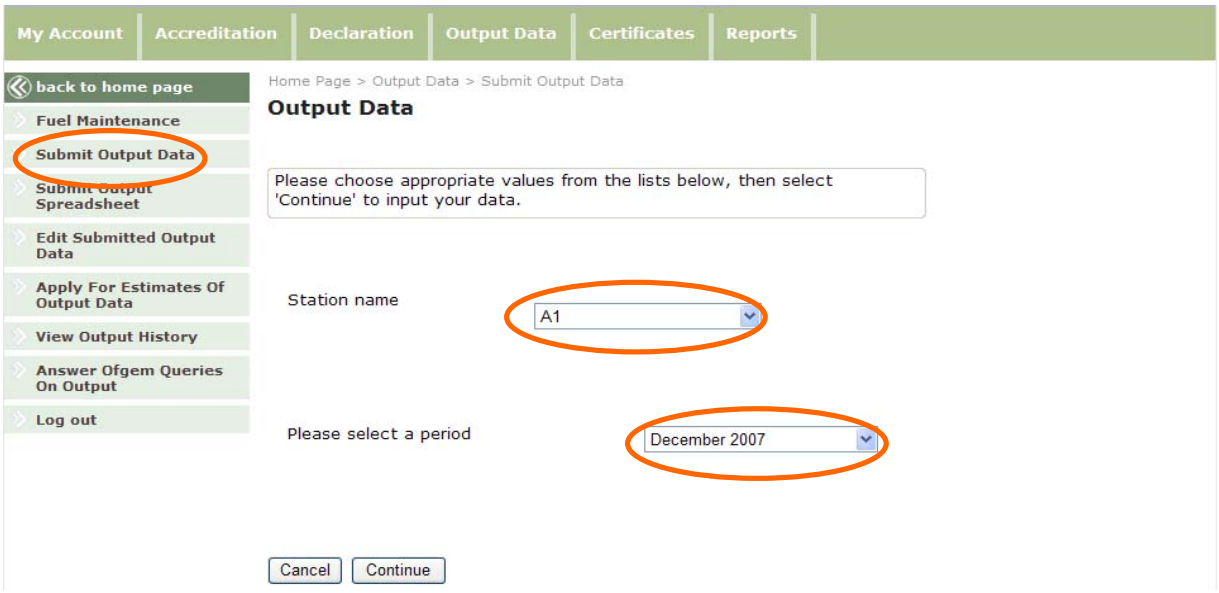
5.5. Select the 'Fuel Type' (i.e. fossil fuel, Biomass from non-energy crop, energy crop biomass, waste from Biomass and waste from non-biomass fuels) from a drop down list and then select a fuel name from drop down list of fuels that are currently used under the renewables schemes.

5.6. If the 'Fuel Name' drop down list does not include the fuel your station burns, you can add this fuel by clicking on the 'Add New Fuel' and entering details of the new fuel. Ofgem must agree the use of all new fuels before the station can be issued with certificates that are based on electricity generated from this fuel.

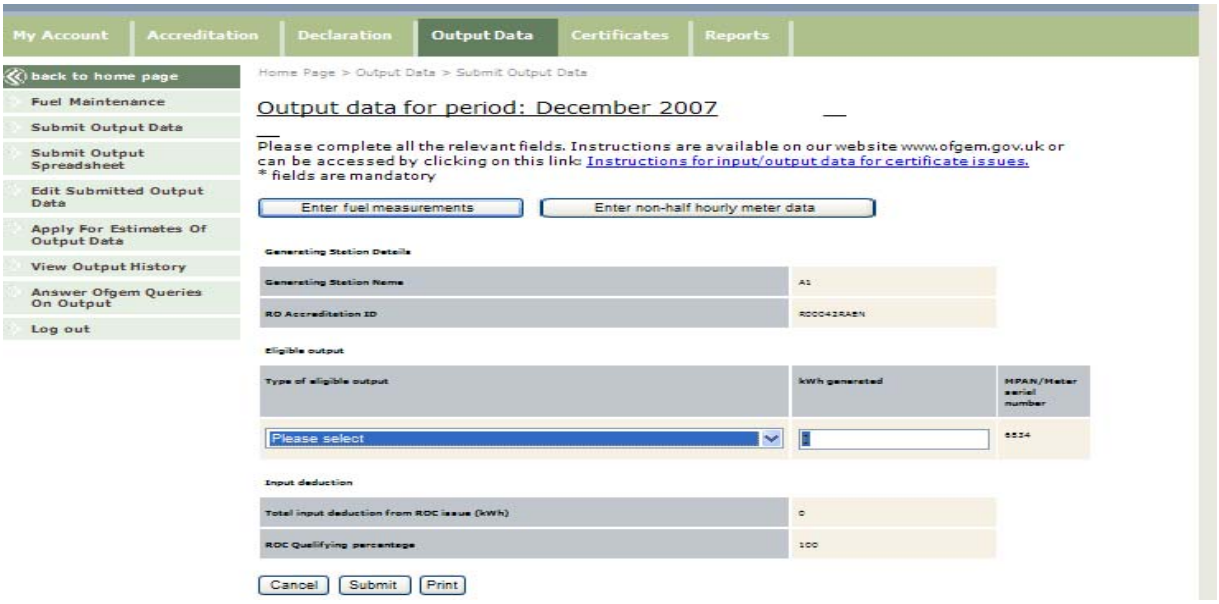
5.7. The system has set a default fuel reference for the named fuel. Users can change this reference to a reference of their choice.

Submit Output Data

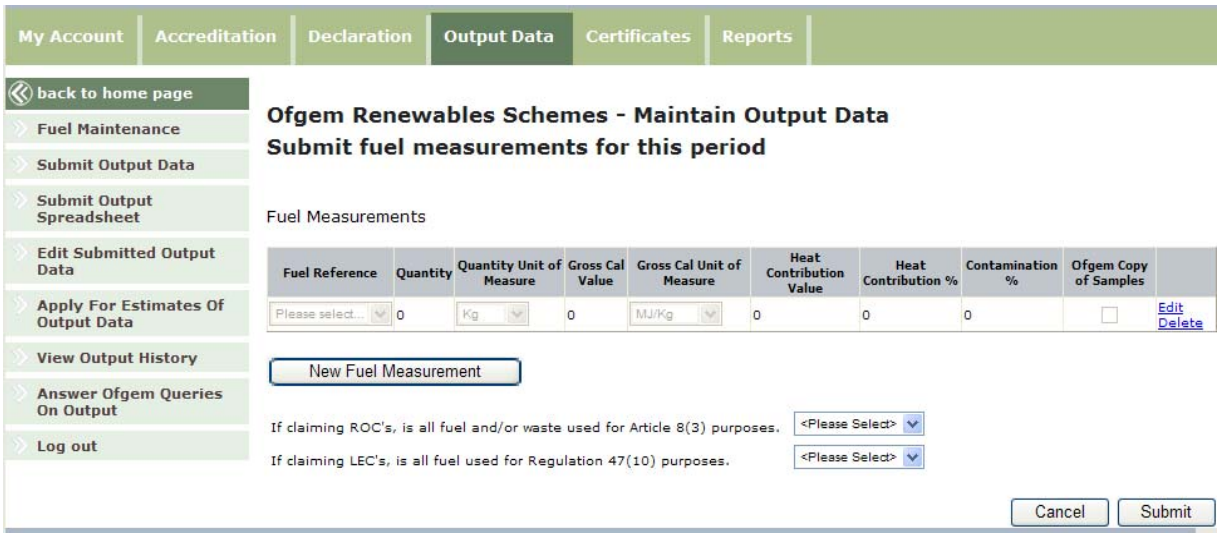
5.8. The 'Submit Output Data' menu option displays screen below. Select a generating station from the drop down box and select the submission period.



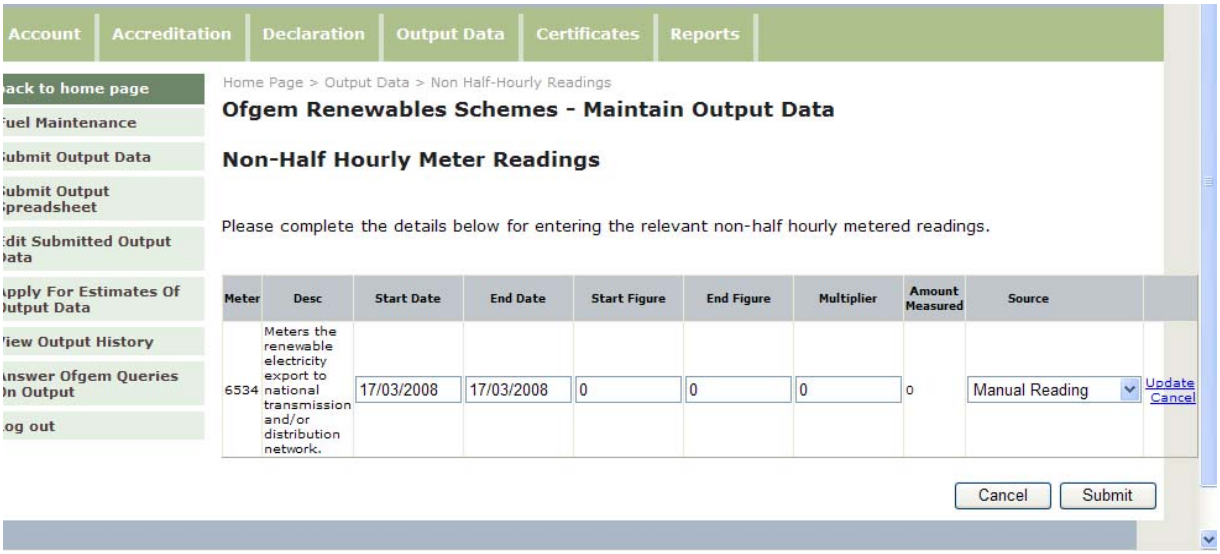
5.9. Click 'Continue' and enter output figures for the generating station. Certain fields on this screen will be populated with information provided during accreditation. For example, meter serial numbers, accreditation ID etc.



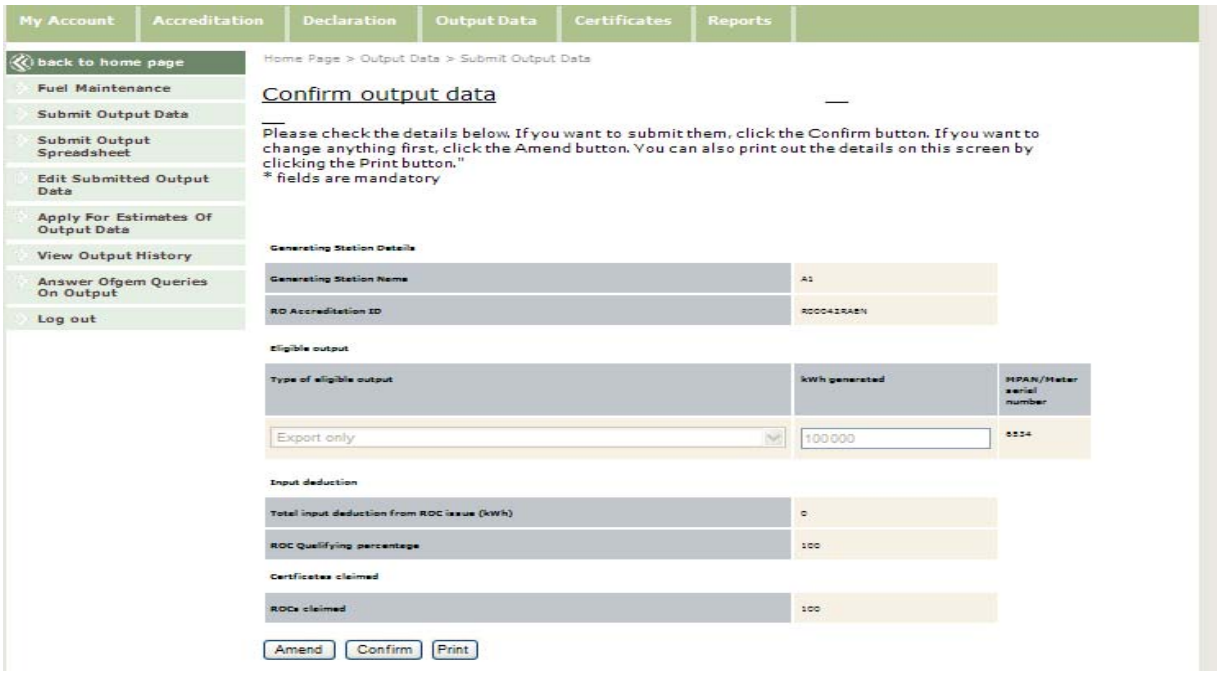
5.10. For generating stations accredited as biomass, energy crop, waste and/or co-fired technology, you will be required to provide fuel measurement details. Click on the 'Enter fuel measurement' button and enter fuel measurement details for a generating station using the 'edit' button, as illustrated below. Click the 'Submit' button to return to the output data screen, displayed above.



5.11. For generating stations using non-half hourly meters to measure their output or using estimated output, you will be required to click on the 'Non-Half Hourly meter Readings' button and enter details of meter reads or estimate output. Click on the 'Submit' button to return to the output data screen.

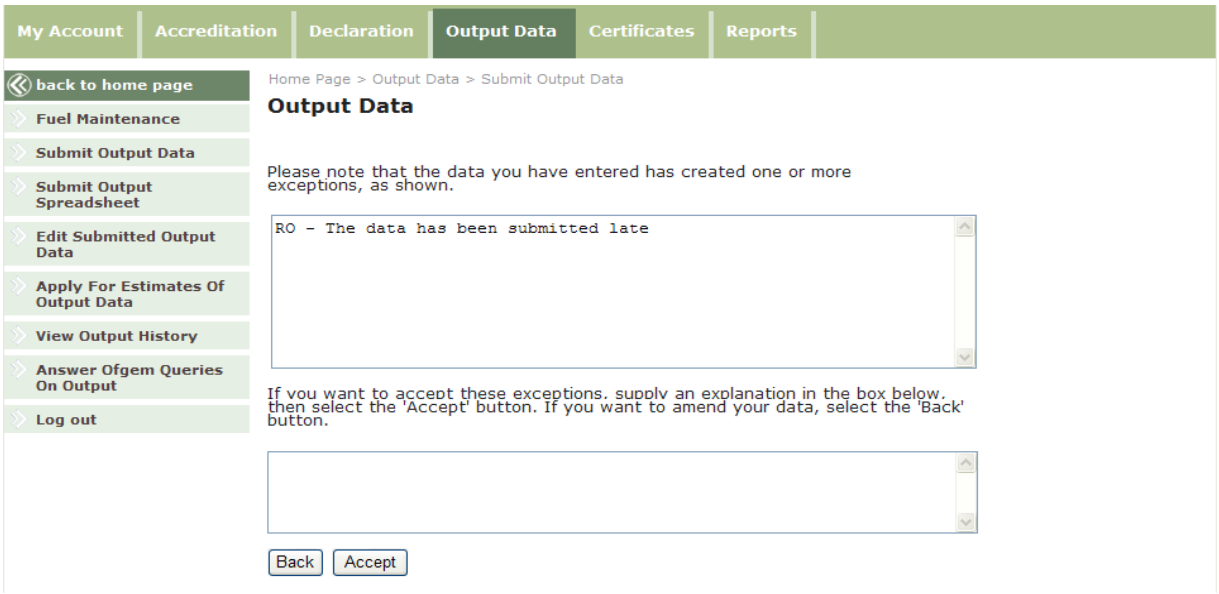


5.12. When you click submit on the output data screen, you are asked to confirm the Output data, as displayed below.

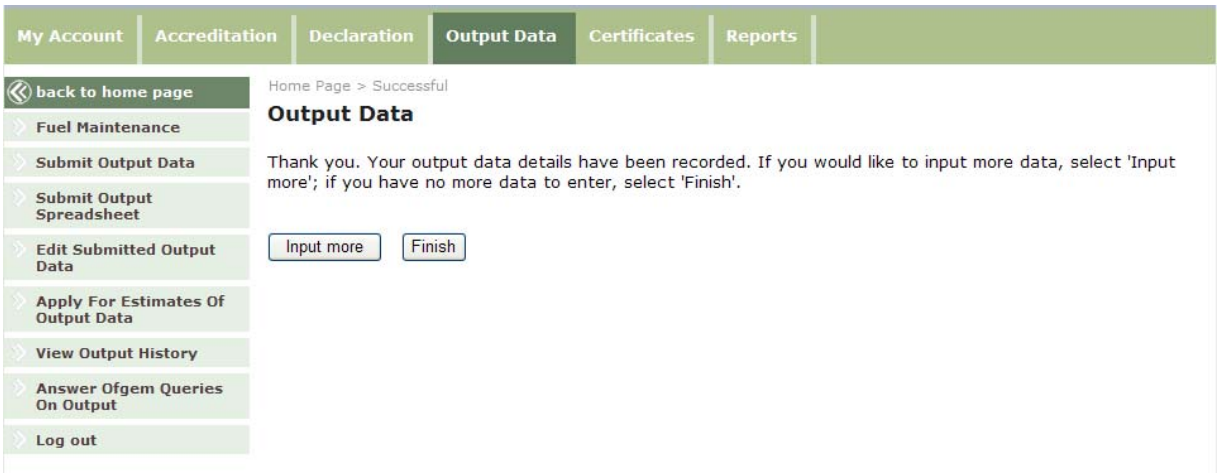


5.13. Check your output details and either click on 'Amend' to change output data or on 'Confirm' to submit the data. Once you click on 'Confirm', you will be prompted to enter your username and password.

5.14. In certain circumstances, (e.g. a late submission) you will receive an exception message, as displayed below. If you 'accept' the exception, you must write a brief explanation in the comment box. Alternatively, you could go 'back' and amend the data, if you realise data has been entered incorrectly.

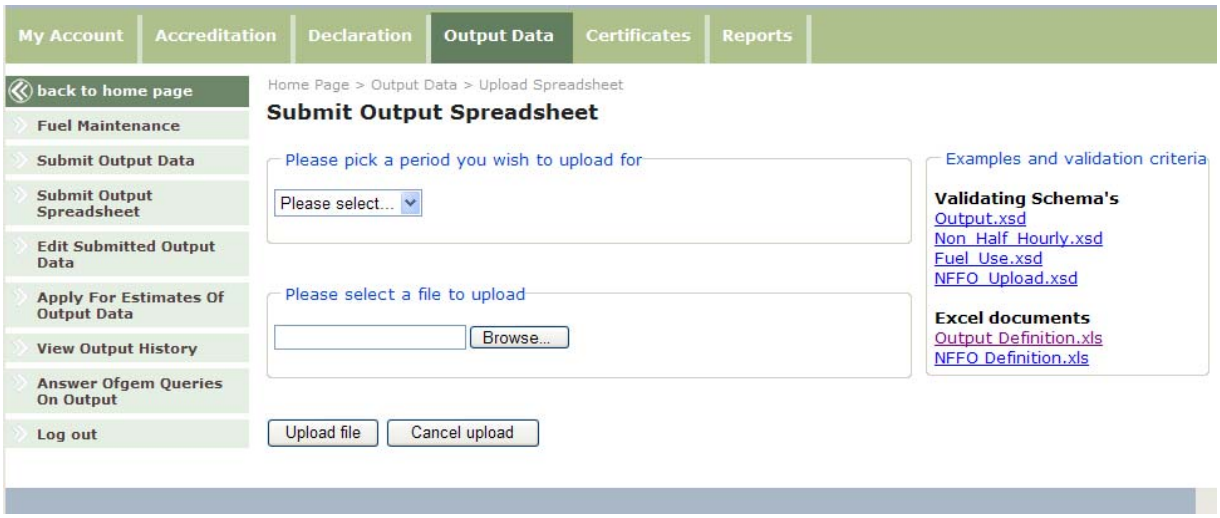

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Home Page > Output Data > Submit Output Data
Output Data
Please note that the data you have entered has created one or more exceptions, as shown.
RO - The data has been submitted late
If you want to accept these exceptions, supply an explanation in the box below, then select the 'Accept' button. If you want to amend your data, select the 'Back' button.
Back
Accept

5.15. On successful submission of output data, you will receive a confirmation screen giving you the option to click on 'input more' or 'Finish'. Click on 'input more' if you wish to enter another set of output data or on 'Finish' to return to your account homepage.

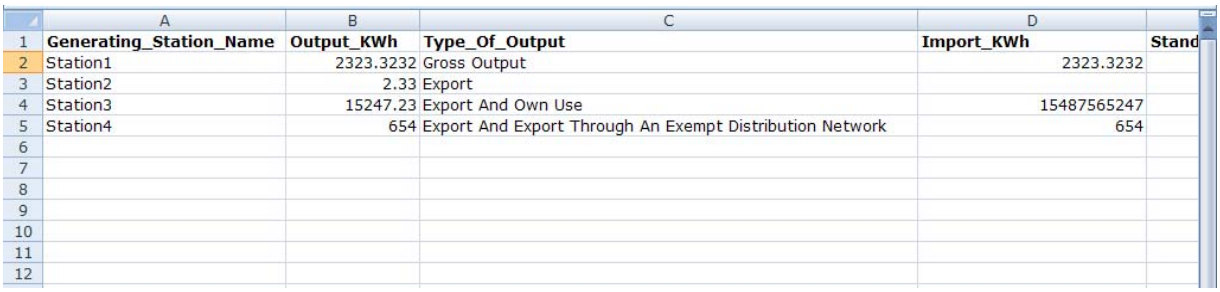

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Home Page > Successful
Output Data
Thank you. Your output data details have been recorded. If you would like to input more data, select 'Input more'; if you have no more data to enter, select 'Finish'.
Input more
Finish

Submit Output Spreadsheet

5.16. Users can upload output data for multiple generating stations coving the same period by using a pre-completed data submission spreadsheet. Click on 'Submit Output Spreadsheet menu option, to display the screen below.



5.17. Select the submission period from the drop down box and upload a pre-completed data submission spreadsheet, (see an example below).



	A	B	C	D	
1	**Generating_Station_Name**	**Output_KWh**	**Type_Of_Output**	**Import_KWh**	**Stand**
2	Station1	2323.3232	Gross Output	2323.3232	
3	Station2	2.33	Export		
4	Station3	15247.23	Export And Own Use	15487565247	
5	Station4	654	Export And Export Through An Exempt Distribution Network	654	
6					
7					
8					
9					
10					
11					
12					

5.18. If data on the spreadsheet is incomplete or enter incorrectly, you will receive an error message informing you where to locate the error. See below an example of an error message.

The system has encountered the following errors in the uploaded spreadsheet. Please amend the spreadsheet to repair these errors and resubmit.

Name	Line	Description
Sheet: Fuel_Use Column: check description	2	The 'Fuel' element has an invalid value according to its data type.

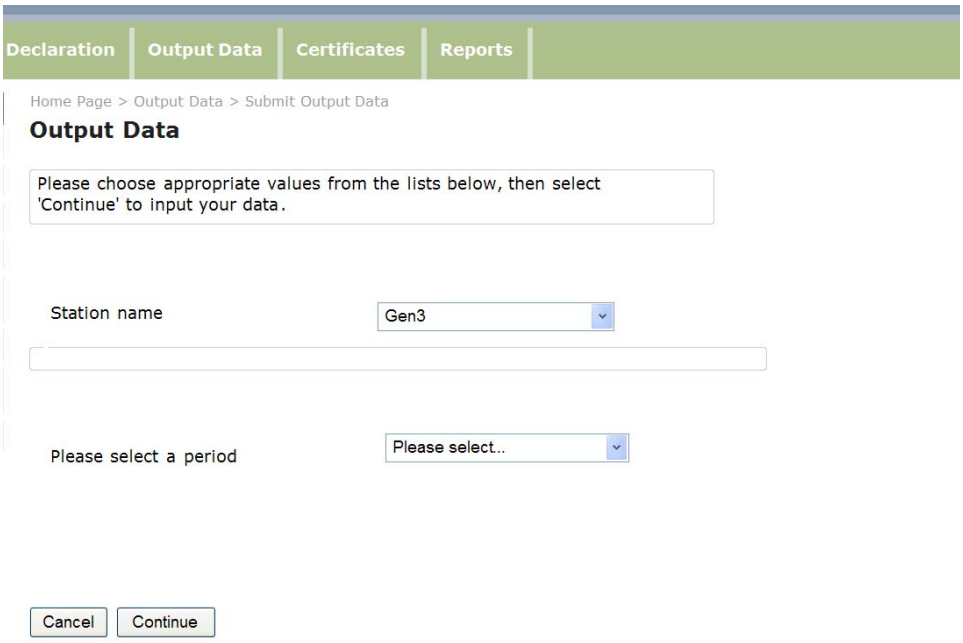
5.19. In the case where there is a data exception, the screen below will be displayed. Click on 'Change Data' to amend the details or Click on 'Provide Explanation' to finalise your submission.

↑ Output ID ↓	↑ Station name ↓	↑ Exeption(s) ↓	↑ SeverityLevel ↓	Change data / Provide explanation
775	RO Station	The data has been submitted late	20	Provide Explanation Change Data

Edit Submitted Output Data

5.20. If you need to change output data that has already been submitted, you can click on the 'Edit submitted output data' menu option and amend the data. It is important to note that Ofgem may decline the request to change output data, if the change is re-submitted two-months after the period of generation.

5.21. To change output data, click on the 'Edit Submitted Output Data' menu option. Select from the drop down menu the generating station and the generation period, you wish to change. As displayed below.

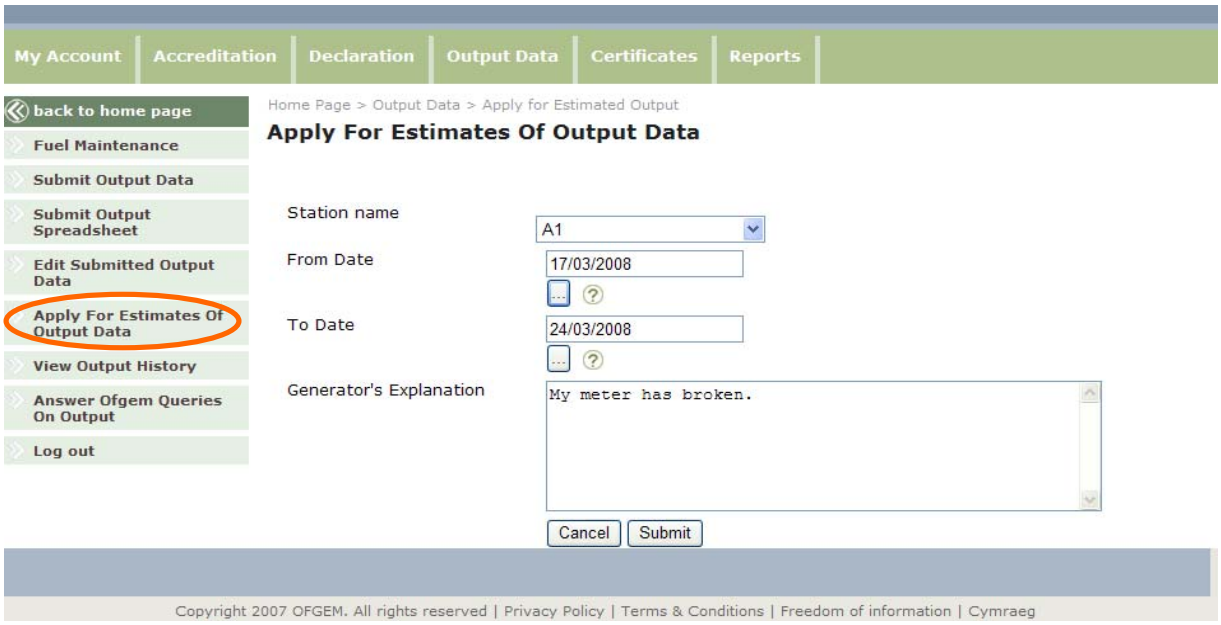


5.22. Click on continue and enter the revised output data, following the instructions as described in paragraph 5.5-5.11 and re-submit your output data.

Apply for Estimated Data Input

5.23. Output data that is based on an estimate must be agreed with Ofgem in advance of a certificate claim. Therefore, we ask that Generators and Agents that cannot meter output for any of their generating station, but wish to claim certificates based on an estimate, to submit a proposed methodology of estimation for agreement with Ofgem.

5.24. Generators and Agents can apply for the use of an estimate by clicking on the menu option 'Apply for Estimates of Output Data', as displayed below.

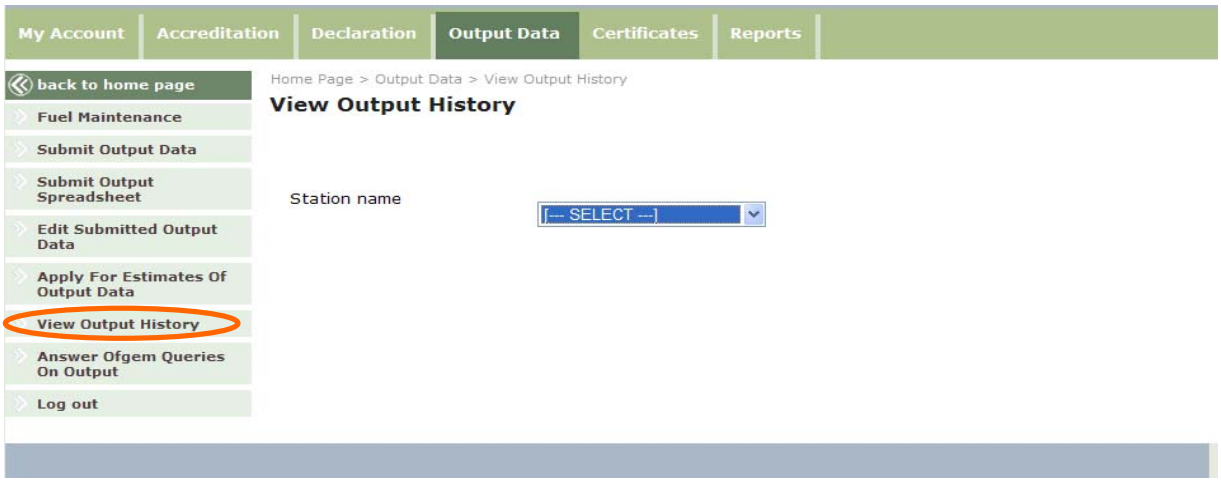


5.25. Select a generating station from the drop down list, enter the period the use of estimated output will cover (i.e. 'from date' and 'To date') and give an explanation, in the text box provided, why the generating station needs to estimate output data, with a proposed methodology of estimation. Click on the 'Submit' to send your request to Ofgem for agreement.

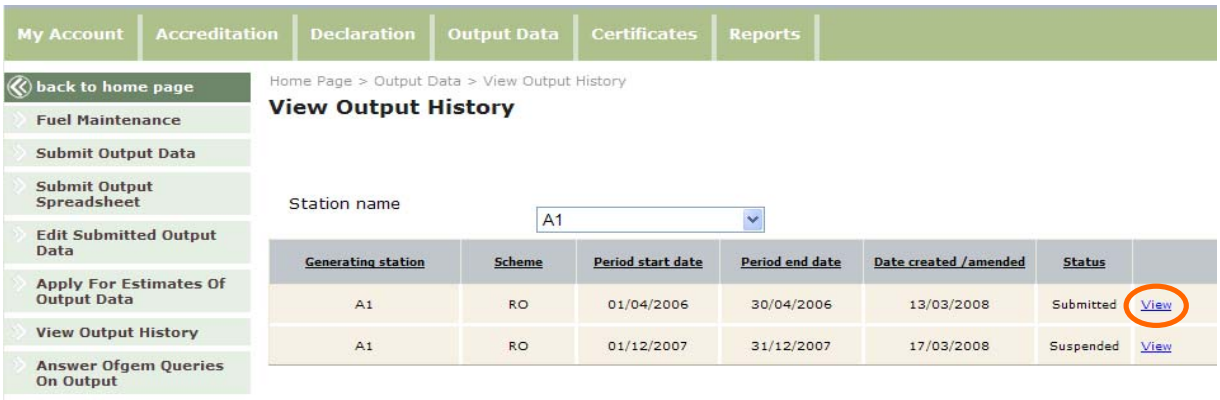
5.26. Please be aware that the generator or agent account will not receive certificates on this output until Ofgem has agreed the proposed methodology of estimation.

View Output History

5.27. The 'View Output History' menu option allows the user see a history of output data enter on the register. Click on the View Output History menu option and select a generating station from the drop down menu.



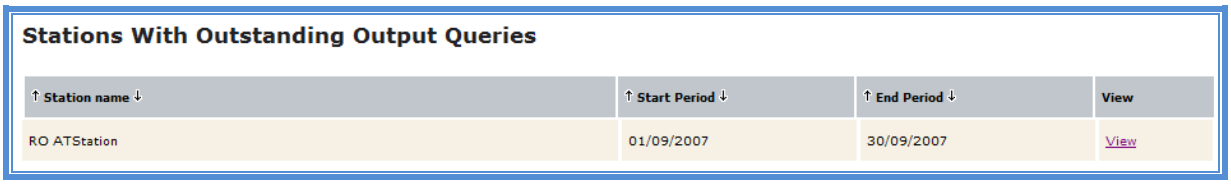
5.28. A summary table of all output data submitted via the register will be displayed for that generating station. Click on the 'View' link to see a detailed set of data.



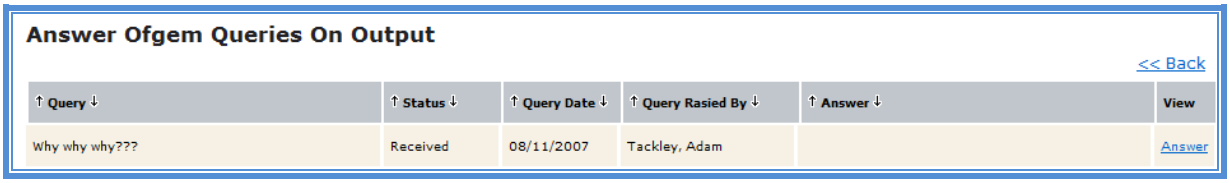
Answer Ofgem Queries on Output

5.29. Once the user (Agent/Generator) has submitted output data, it becomes available to Ofgem for review. During the review, it is possible for Ofgem to send a query back to the applicant in relation to the submitted output data.

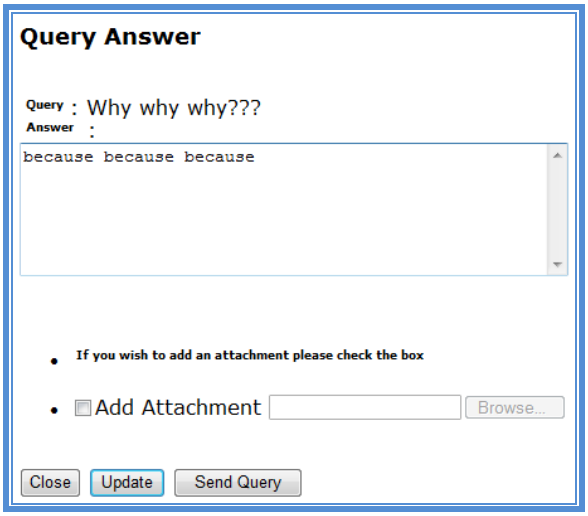
5.30. The user (Agent/Generator) will be able to respond to Ofgem's queries by clicking on the 'Answer Ofgem Queries on Output' menu option. A table is displayed with a list of stations that have queries raised against their output data.



5.31. Select the 'View' link to view a list of all the queries raised in relation to the station's output, as shown below.



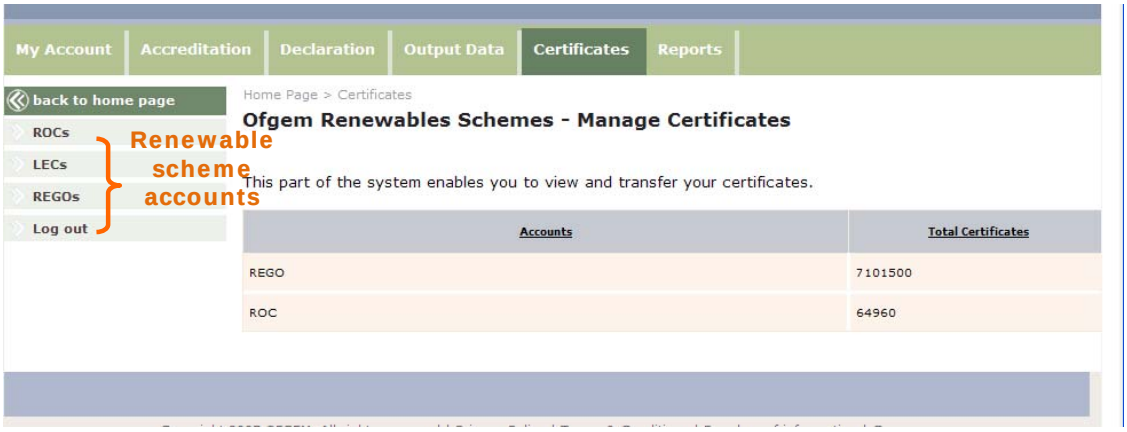
5.32. Click the 'Answer' link to respond to the query using the text box displayed below. Attach any relevant documentation required and click the 'Send Query' button.



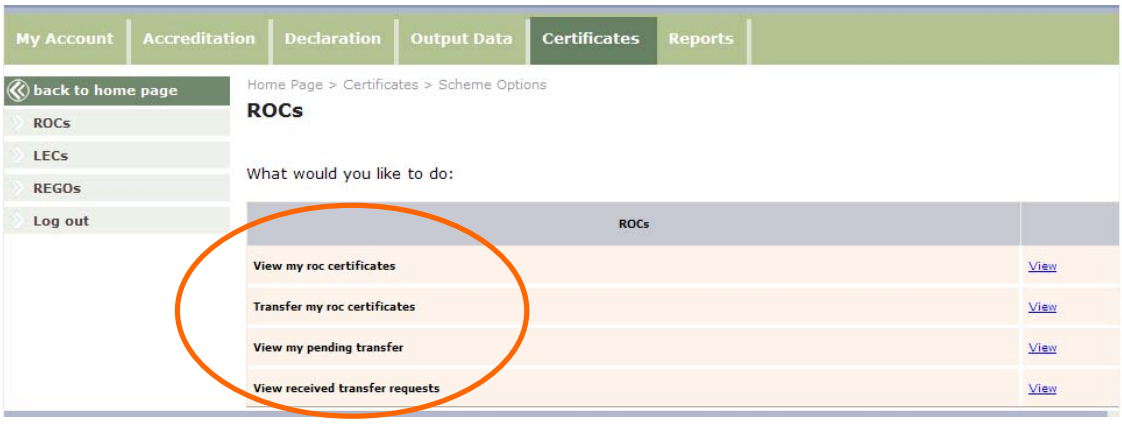
6. Certificates

6.1. The 'Certificates' section on the horizontal menu bar on your account homepage, enables a user to view certificates, to transfer certificates, to receive certificates from another organisation's registered account.

6.2. The 'Certificate' menu option displays the relevant renewable scheme certificate accounts (i.e. ROCs, LECs and REGOs) and a table showing the total number of certificates held in the users account under each renewable scheme. As illustrate below.

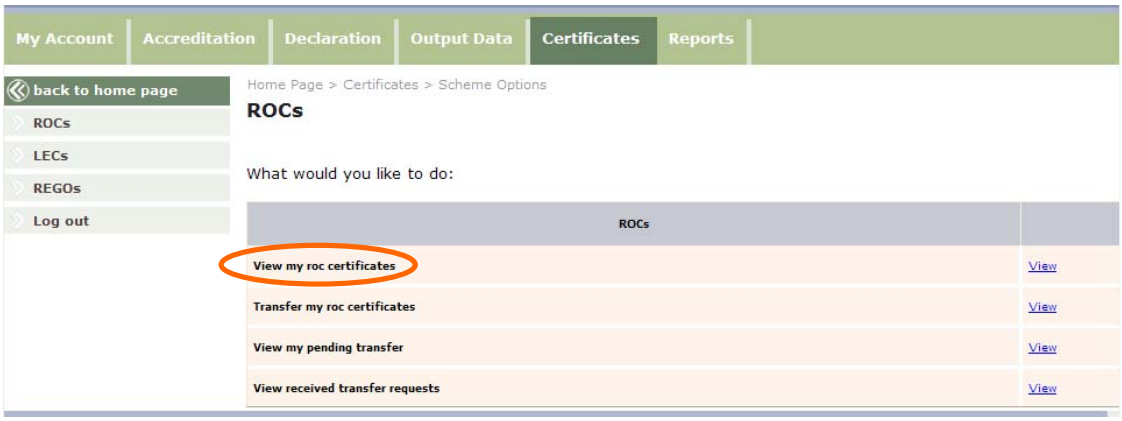


6.3. Select the certificate account you want to manage, you will then be presented with four options (These options are the same for each of the renewable scheme account). This guide will be use the ROC account as to illustrate the system screens.

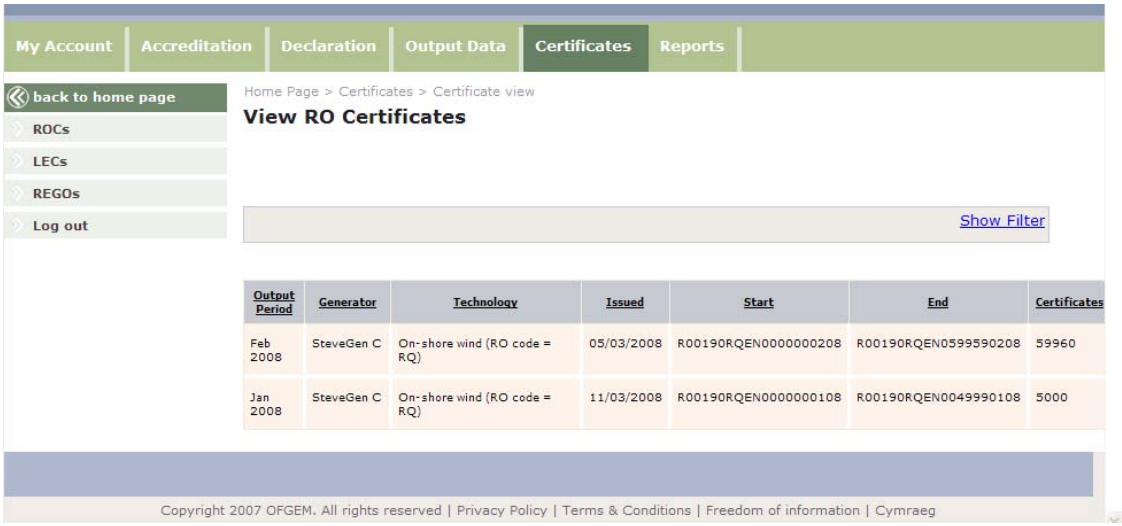


View my certificates

6.4. Click on the 'View my ROC Certificates' to view all ROCs held in your account, as illustrated below.

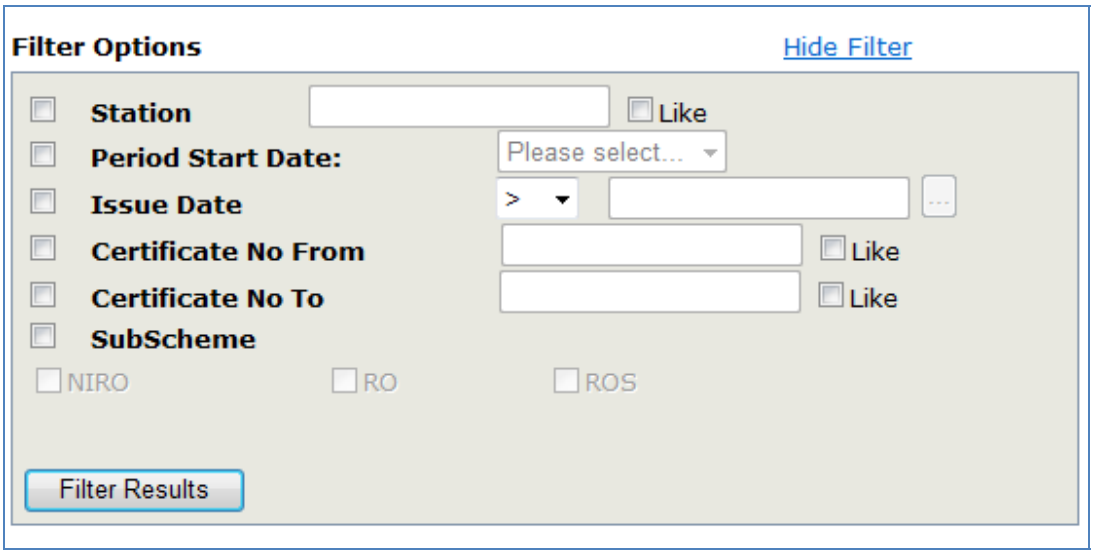


6.5. A table will be displayed with a list of all certificates in your account, as illustrated below.



6.6. Should you have a huge amount of data to look through, you may find using the filter helpful. To access the filter, click on the 'Show Filter' link.

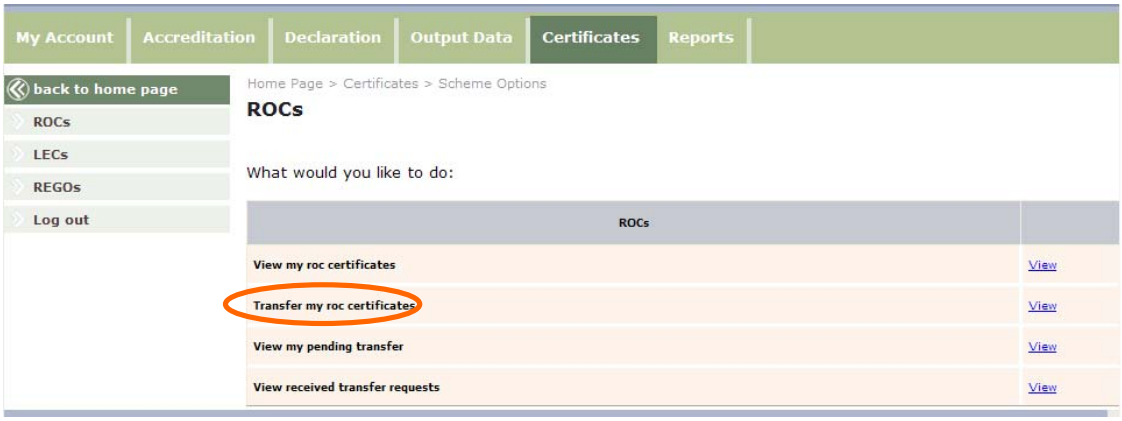
6.7. You are given the options to search by Station, Period Start Date, Issue Date, Certificate No. From, Certificate No. To and Subscheme.



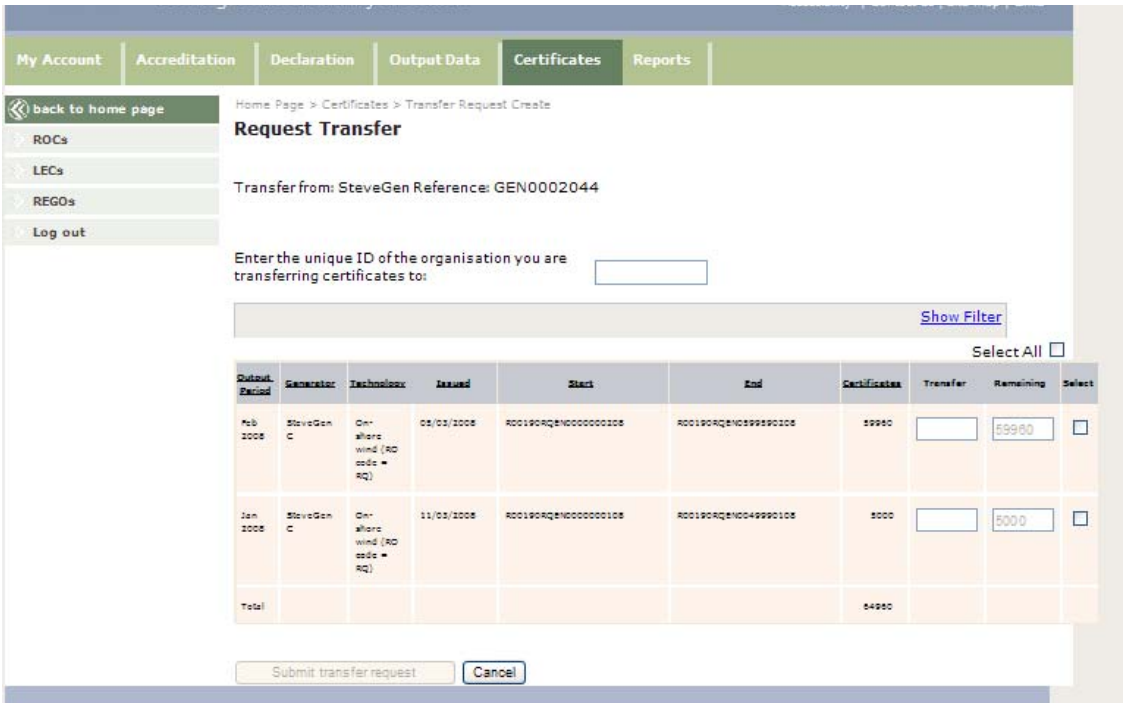
6.8. To select your search criteria, tick a search check box and then enter the details in the text box. Click the 'Filter results' button to reveal your results. You can also enter a wildcard entry and select the Like field. Once you have finished, click on Hide Filter.

Transfer my certificate

6.9. To transfer certificates, click on 'Transfer my ROC Certificates'.



6.10. The screen below will be displayed allowing a user transfer certificates from their account to another registered account.



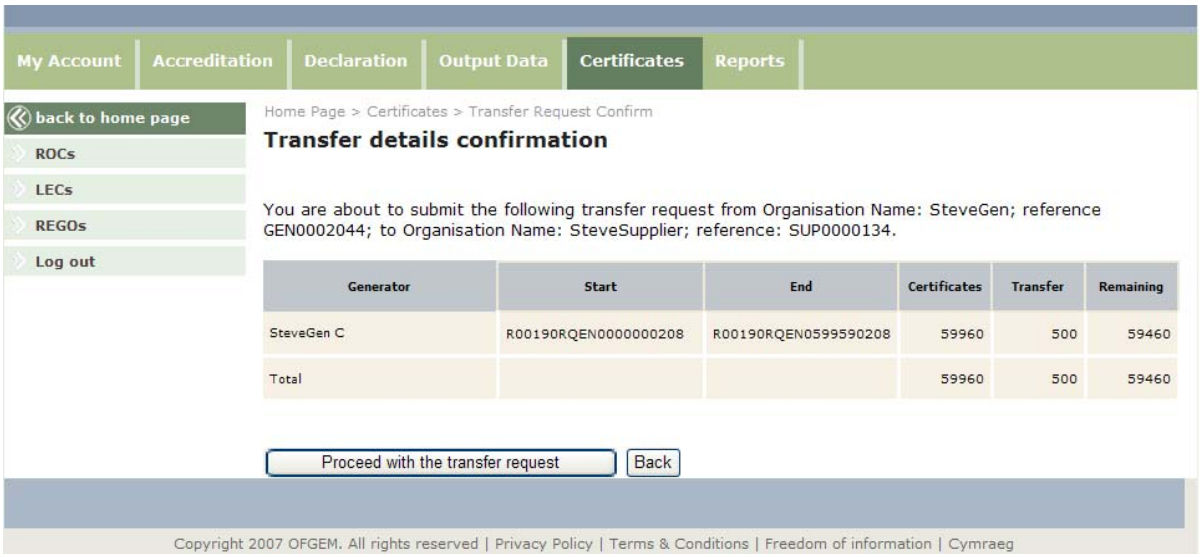
6.11. Enter the unique ID of the organisation you want to transfer certificates to. The IDs will have the following format:

AGE00XX - for an agent account
SUP00XX - for a supplier account
PAR00XX - for a participant account
GEN00XX - for a generator account

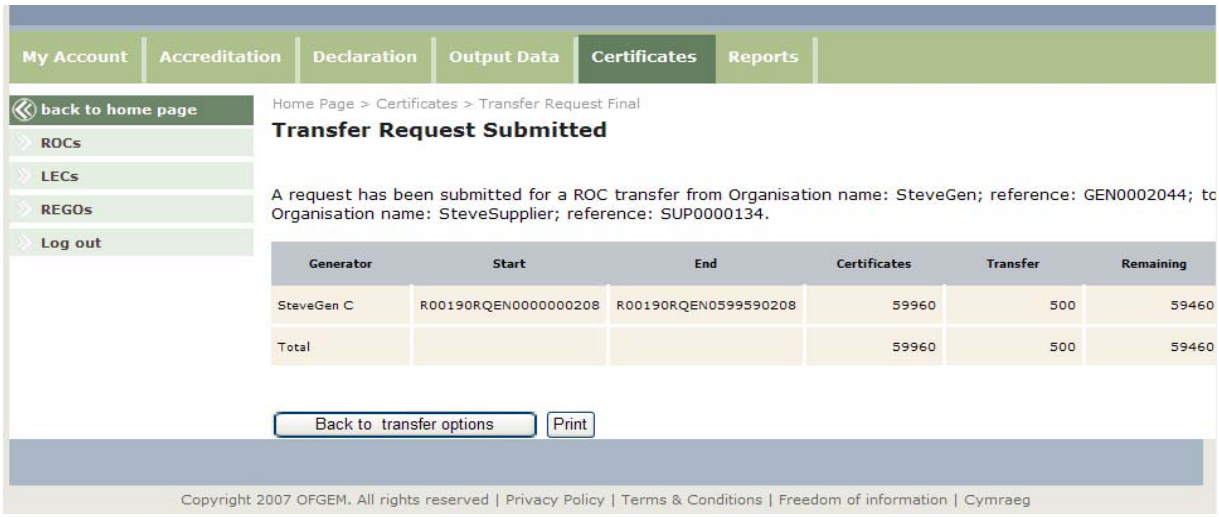
6.12. 'XX' represents the unique number allocated to the Agent, Supplier, Participant or Generator account, which can be found in the 'Organisation details' menu option under the 'My Account' section.

6.13. Enter the number of certificates you wish to transfer in the 'Transfer' field', this must not exceed the amount in the 'certificates' or the 'remaining' field.

6.14. Click Submit Transfer Request to confirm your request and you will be shown a confirmation page with the transfer details. Click Proceed with the transfer, you will be prompted to enter your password and to then click Submit.

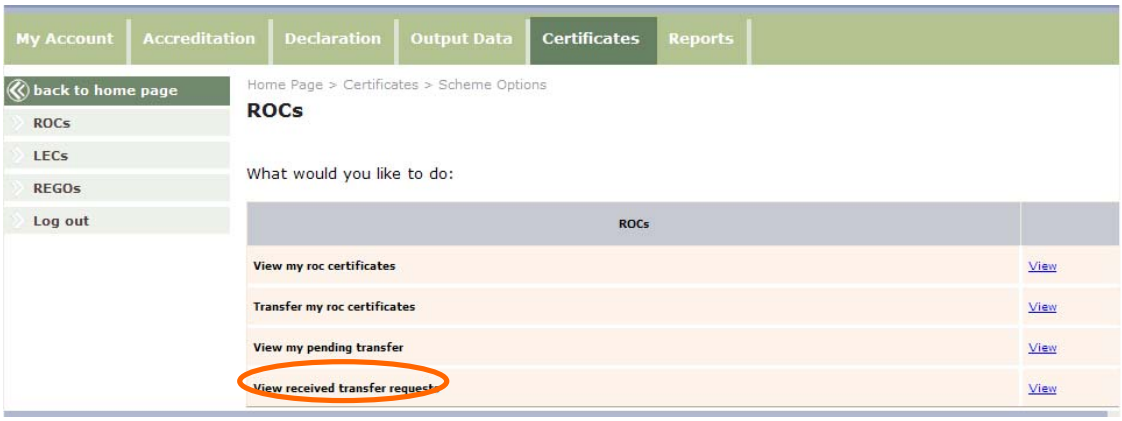


6.15. A message will be displayed informing you that the transfer request has been submitted.

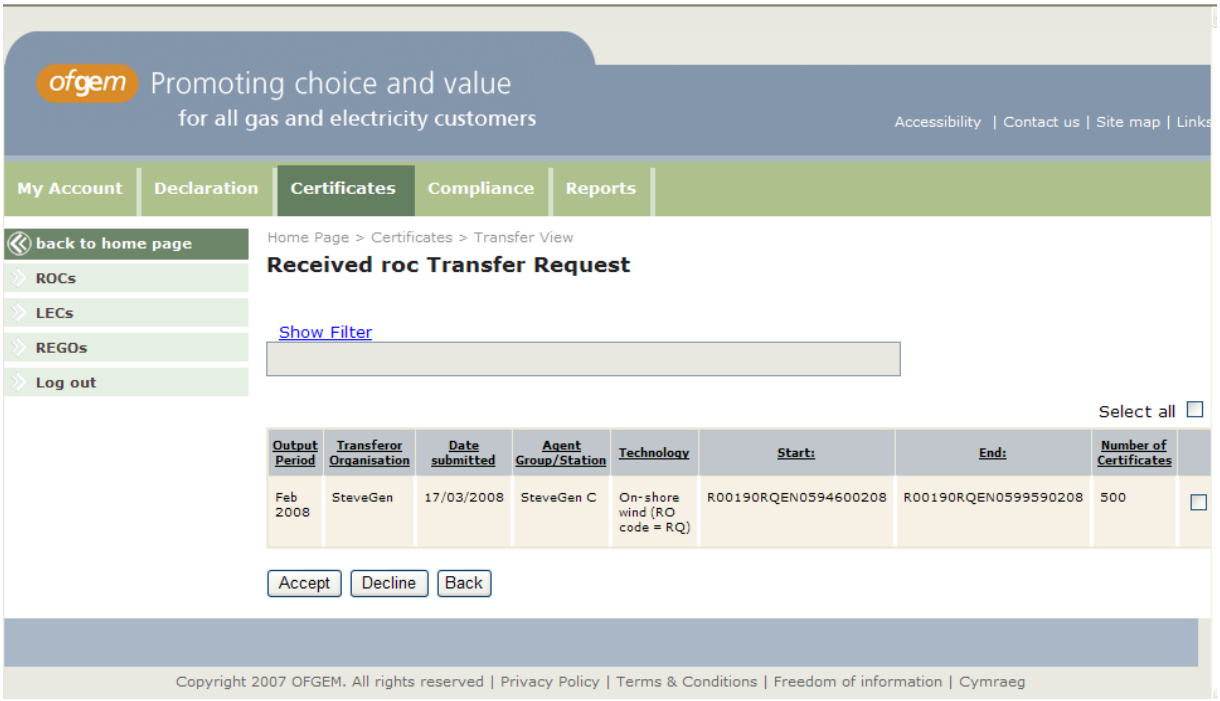


View received transfer request

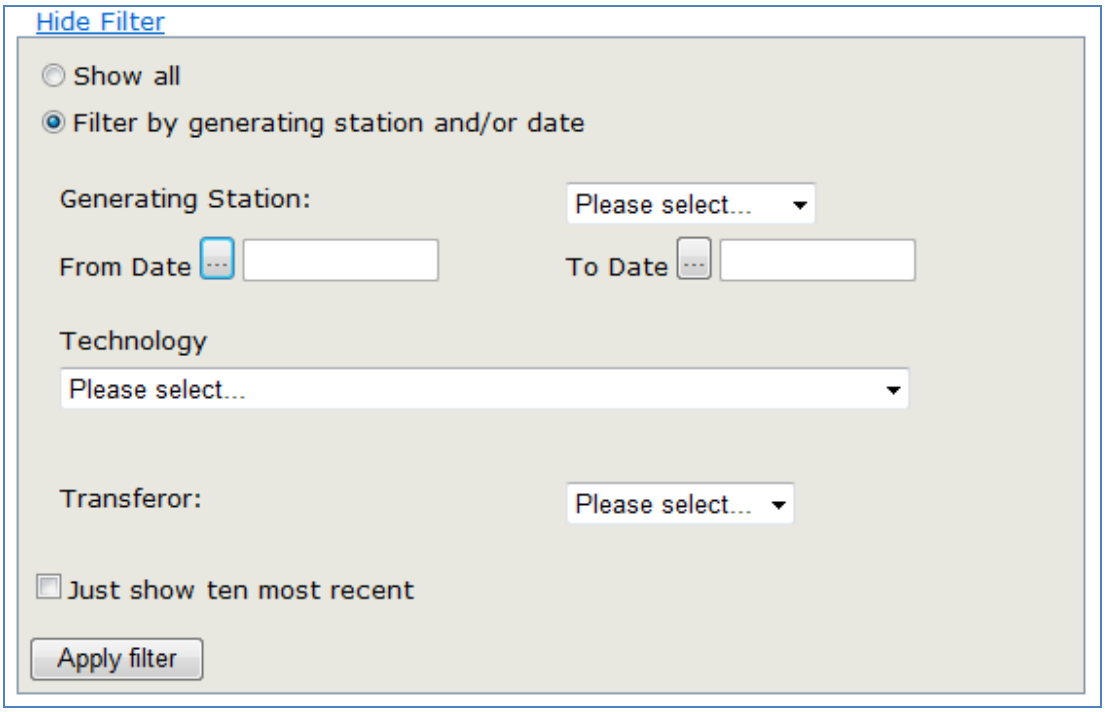
6.16. To view certificates that have been transferred to you, click on 'View received transferred request' menu option.



6.17. The screen below will be displayed, enabling the user accept or decline transfer requests.

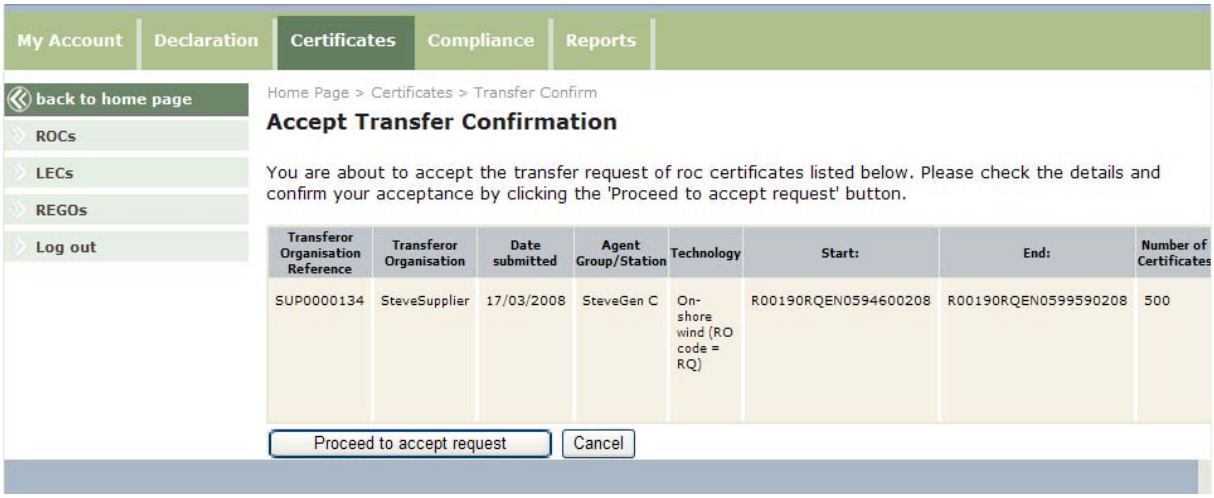


6.18. From this screen you can accept, or decline transfer request sent to your account. By default the 10 most recent entries are displayed, however for a more detailed view click on the 'Show Filter' link and search using 'Show All', 'Technology', or 'Transferor'. Alternatively search by 'generating station' or 'date'.



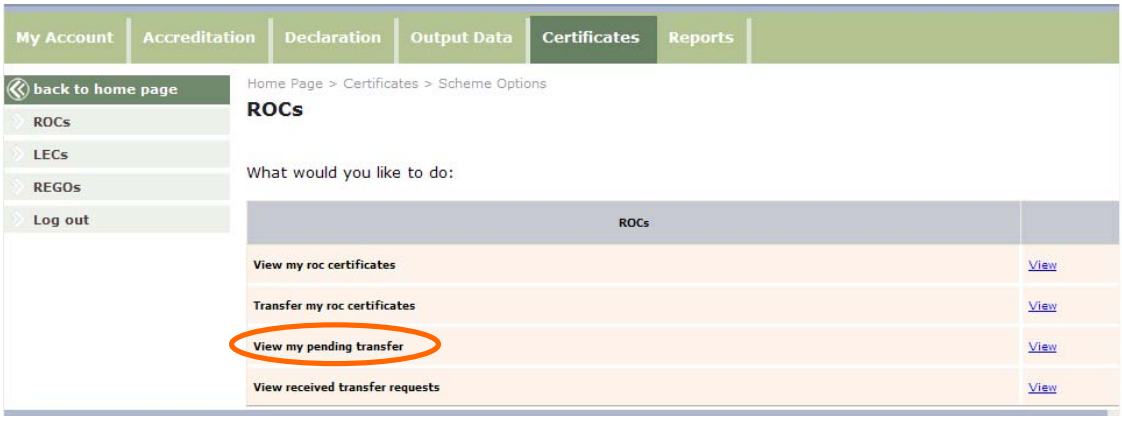
6.19. Click on the check box at the end of the certificate row to select a specific certificate transfer. Alternatively, click on 'select all' check box to select all certificate transfer. Click the 'Accept' button to accept the transfers selected or on the 'Decline' button to reject a transfer request.

6.20. A confirmation page will be displayed, Click on 'Proceed to accept request'. You will be prompted to enter your username and password.

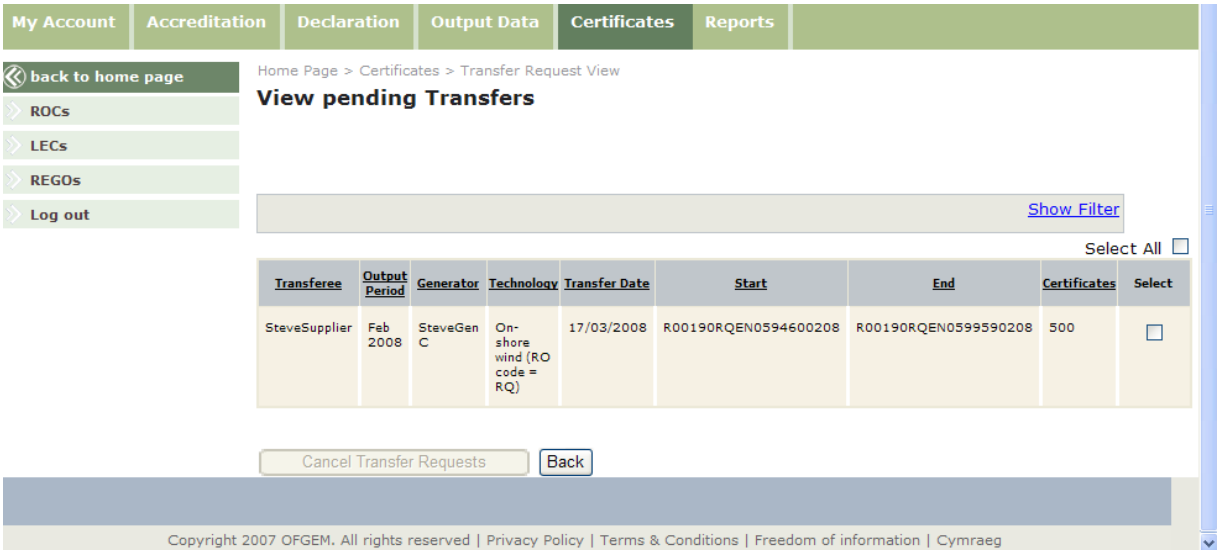


View pending Transfers

6.21. To review all pending transfer requests, click on 'View pending transfers'.

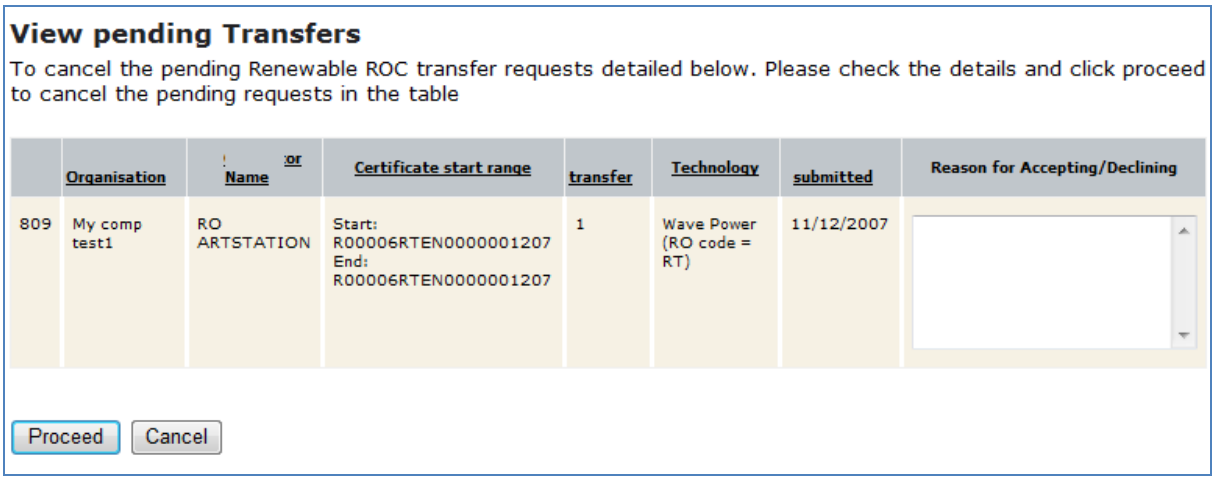


6.22. The table below will be displayed, showing a list of all certificates that you transferred that have not yet been accepted.



6.23. In this screen, you can cancel any pending requests. To cancel a pending request, click on the 'check' box at the end of the certificate row. Alternatively, to cancel all pending requests, click on the Select All tick box. Then click on 'Cancel Transfer Requests'.

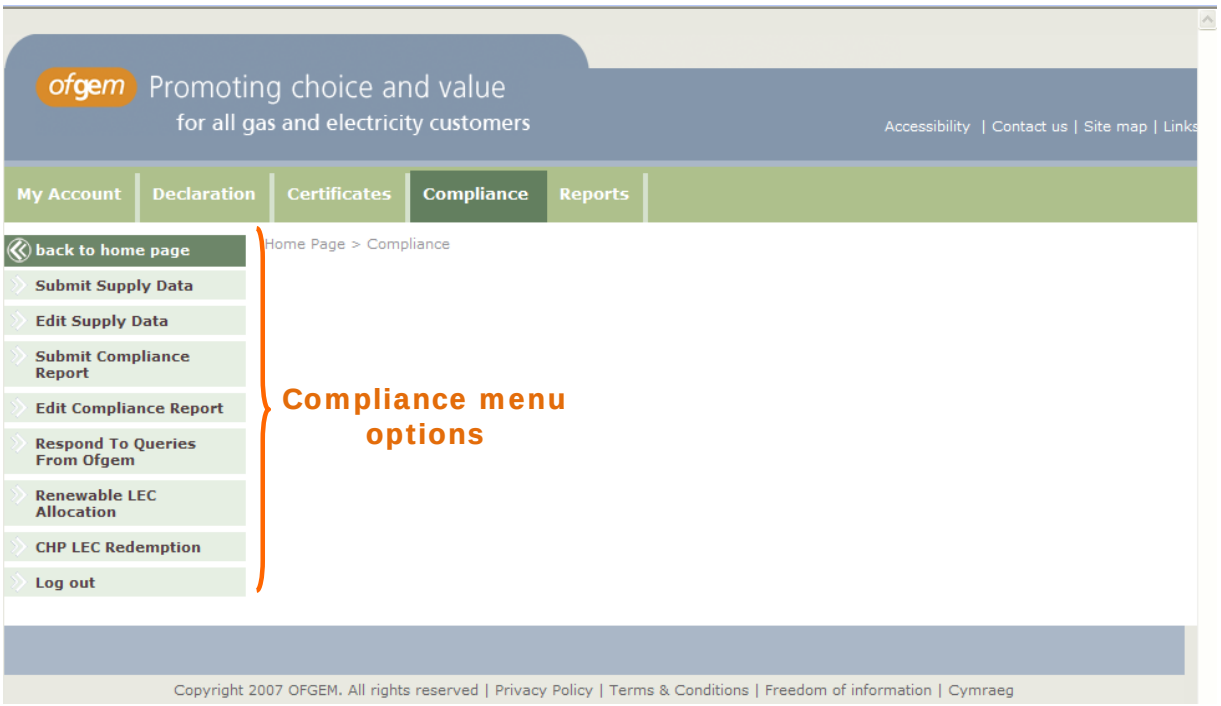
6.24. The confirmation screen below will be displayed, you have the option to enter a reason for cancelling the transfer request which will be sent to the recipient. Click on 'Proceed' and enter your username and password to confirm.


View pending Transfers
To cancel the pending Renewable ROC transfer requests detailed below. Please check the details and click proceed to cancel the pending requests in the table
Organisation
Name
Certificate start range
transfer
Technology
submitted
Reason for Accepting/Declining
809
My comp test1
RO ARTSTATION
Start: R00006RTEN0000001207 End: R00006RTEN0000001207
1
Wave Power (RO code = RT)
11/12/2007
Proceed
Cancel

7. Compliance

7.1. The 'Compliance' section on the horizontal menu bar on your account homepage, enables users that are registered as Suppliers to use the register to comply with the Renewables Obligation (RO), to allocate CHP and Renewable LECs as evidence against supply to non-domestic end customers and to present REGOs as evidence of Fuel Mix Disclosure (FMD).

The 'Compliance' menu option displays functions that allow the Suppliers meet compliance for the different renewable schemes.



Submit Supply Data (RO) – Submit Supply Data option

7.2. Click on 'Submit Supply Data' on the vertical menu.

7.3. Select the a licence from the drop down list of licences registered by the account. Next select either 'Submit Supply Data' or 'Confirm Zero Sales' and the click Continue.

Confirm Zero Sales

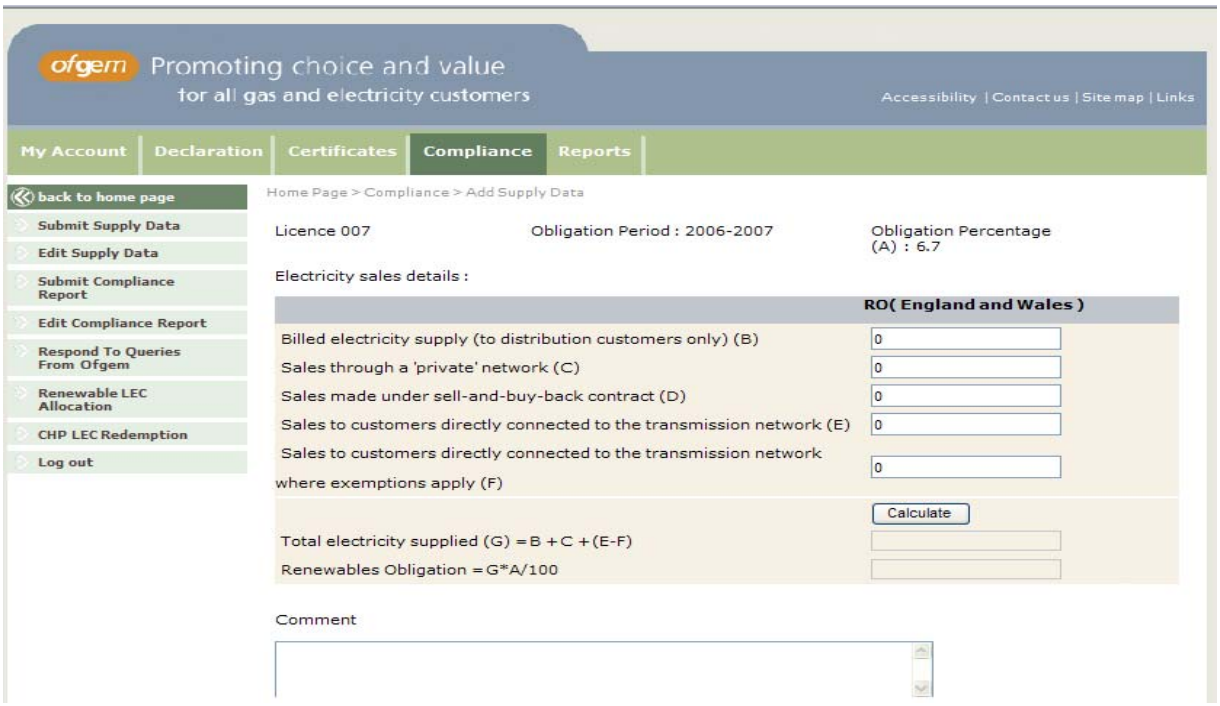
7.4. If you select 'Confirm Zero Sales' a statement will be displayed, see below. You will be required to tick the check box to agree to the statement before you can click 'Submit. You will be prompted to enter your username and password.

My Account
Declaration
Certificates
Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Home Page > Compliance > Confirm Zero Sales
Confirm Zero Sales
Please read the statement below and tick the checkbox to confirm zero sales for the period stated
As the authorised Renewables Obligation compliance contact for Licence 007, I confirm that Licence 007 has not supplied any electricity to customers in [England & Wales and/or Scotland] during the period 1 April 2006 to 31 March 2007 inclusive.
Cancel
Submit

Submit Supply Data

7.5. If you select the 'Submit supply Data' you will be required to complete the Electricity sales details fields and then click the 'Calculate' to show the Renewables

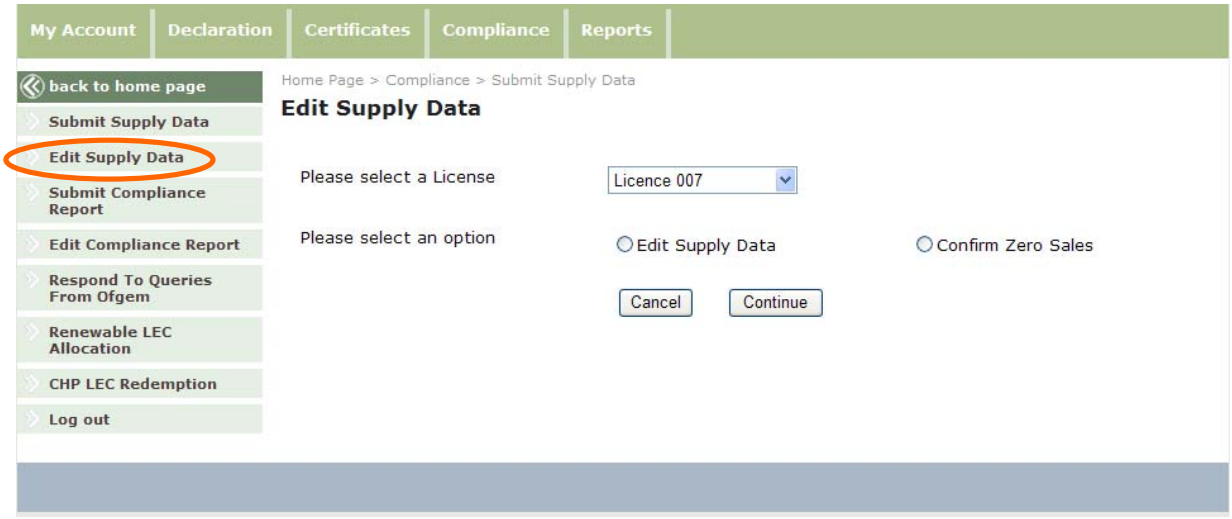
Obligation requirement. You are also given the option to add any additional comments, if required.


ofgem Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Declaration
Certificates
Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Add Supply Data
Licence 007
Obligation Period : 2006-2007
Obligation Percentage (A) : 6.7
Electricity sales details :
RO(England and Wales)
Billed electricity supply (to distribution customers only) (B)
Sales through a 'private' network (C)
Sales made under sell-and-buy-back contract (D)
Sales to customers directly connected to the transmission network (E)
Sales to customers directly connected to the transmission network where exemptions apply (F)
Calculate
Total electricity supplied (G) =B +C +(E-F)
Renewables Obligation =G*A/100
Comment

7.6. You will receive a confirmation message confirming the Supply Data has been submitted successfully.

Edit Supply Data

7.7. Select the license you want to edit from the drop-down list of all licence registered in your account.



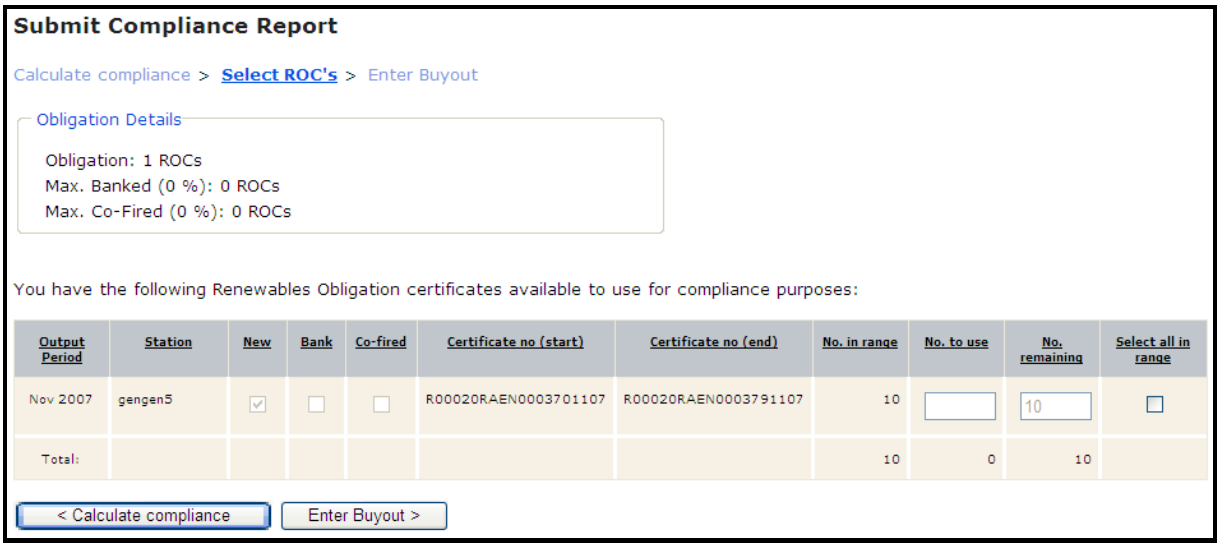
7.8. Amended data that was submitted following the instructions as described in paragraphs 7.3-7.7 and re-submit supply data

Submit Compliance Report

7.9. Click on 'Submit Compliance Report' on the vertical menu and select a licence from the drop down list of licences held.

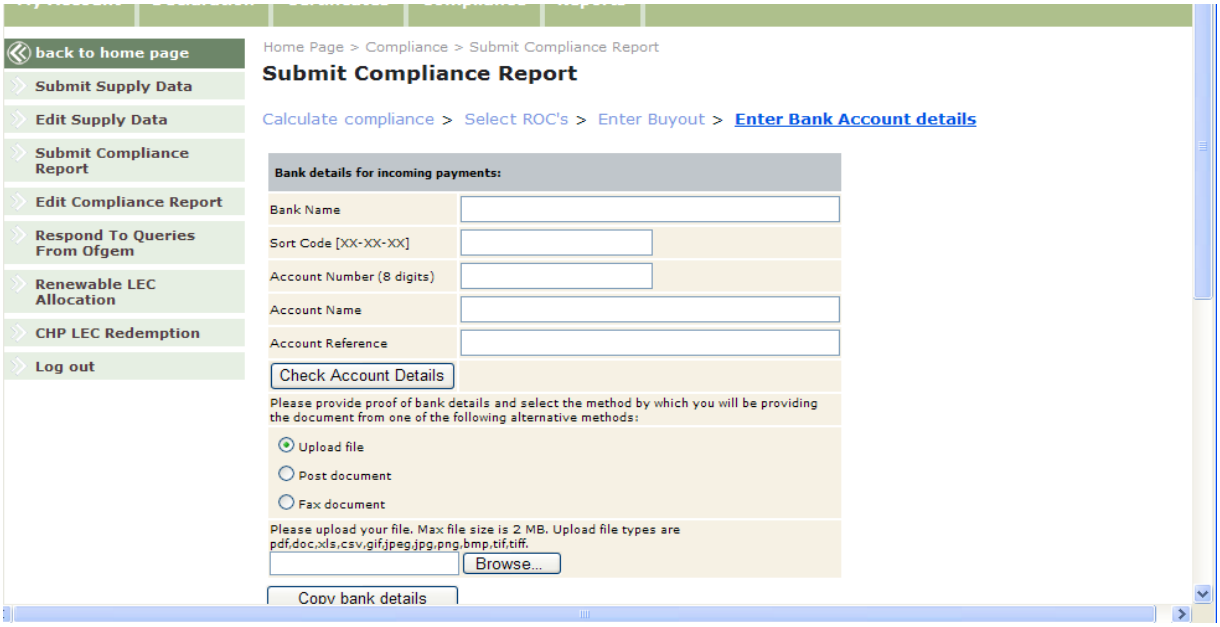
7.10. The screen below will be displayed.

7.11. Click on the Select ROCs button. A table with certificates held in your account that can be used for compliance purposes are displayed.

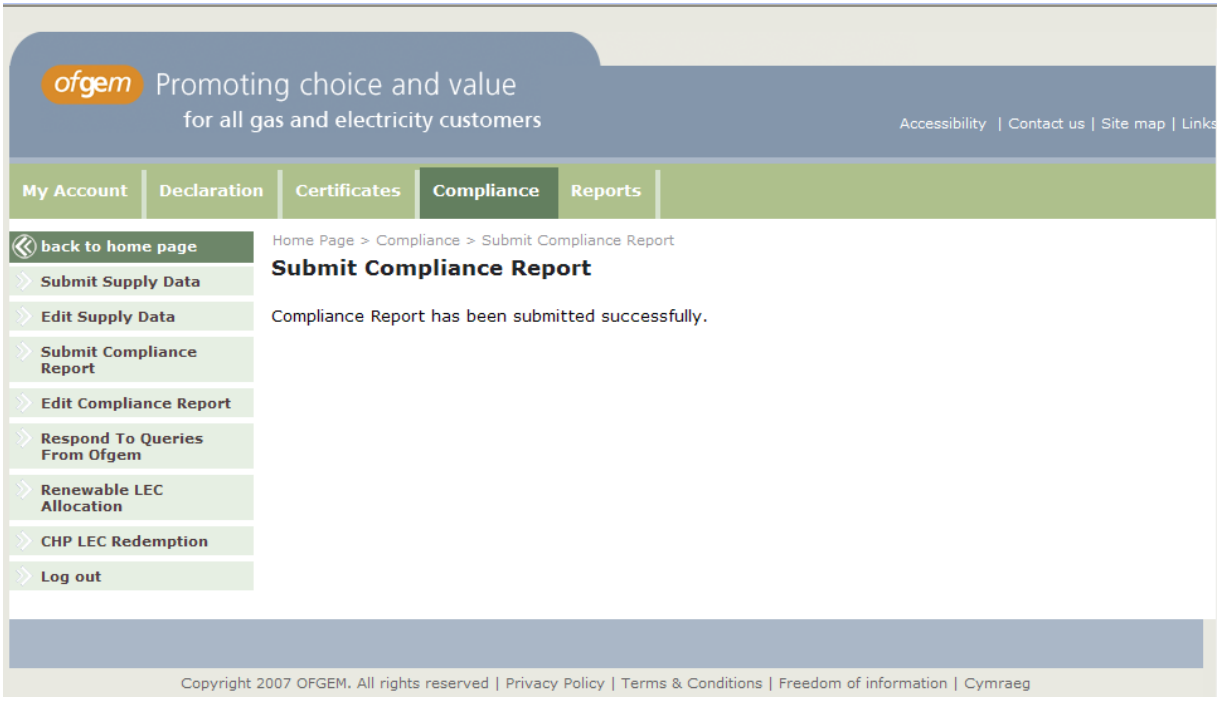


7.12. Select the number of certificates you wish to use for compliance and click on 'Enter Buyout' to display the amount of your Buyout. Alternatively, click Calculate Compliance to return to the previous screen.

7.13. Click on Enter Bank account details, as illustrated below


back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Submit Compliance Report
Submit Compliance Report
Calculate compliance > Select ROC's > Enter Buyout > Enter Bank Account details
Bank details for incoming payments:
Bank Name
Sort Code [XX-XX-XX]
Account Number (8 digits)
Account Name
Account Reference
Check Account Details
Please provide proof of bank details and select the method by which you will be providing the document from one of the following alternative methods:
Upload file
Post document
Fax document
Please upload your file. Max file size is 2 MB. Upload file types are pdf,doc,xls,csv,gif,jpeg,jpg,png,bmp,tif,tiff.
Browse...
Copy bank details

7.14. Enter your Bank details and either upload proof of bank details or indicate that you have sent proof by post or fax. Then click the 'Submit' button, you will be prompted to enter your username and password. A screen message will be displayed as illustrated below.


ofgem Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map | Links
My Account
Declaration
Certificates
Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Submit Compliance Report
Submit Compliance Report
Compliance Report has been submitted successfully.
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information | Cymraeg

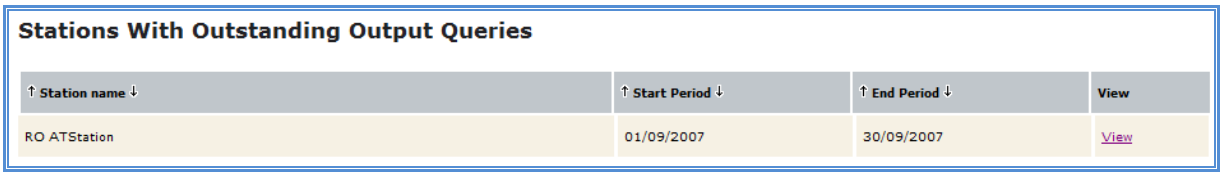
Edit Compliance Report

7.15. Click on the 'Edit Compliance Report' menu option and Select the license you want to edit from the drop-down list of all licence registered in your account.

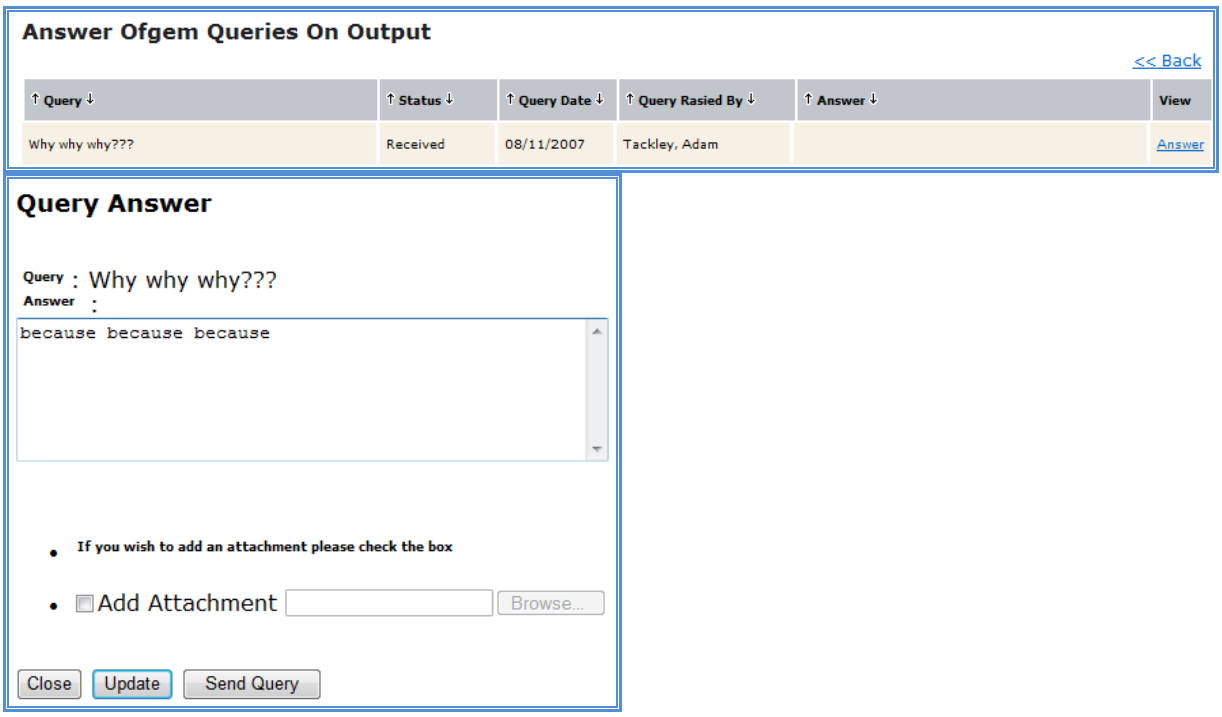
7.16. Amended data that was submitted under Submit Compliance report following the instructions as described in paragraphs 7.9-7.14 and re-submit Compliance report data.

Respond to Queries from Ofgem

7.17. The 'Respond to Queries from Ofgem' menu option, displays a table that lists questions that Ofgem has raised against submitted supply data in relation to a Suppliers compliance report.



7.18. Click on View to read the query and respond to the query by clicking on the 'Answer' link.

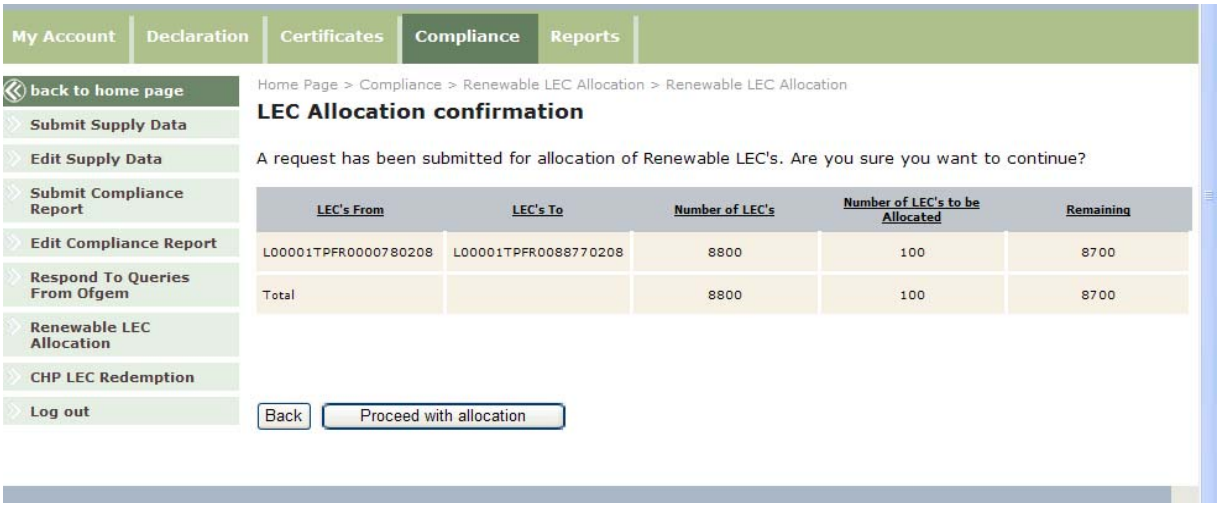


7.19. Fill in the answer field and attach any relevant documentation. Click Send Query once you have completed your answer.

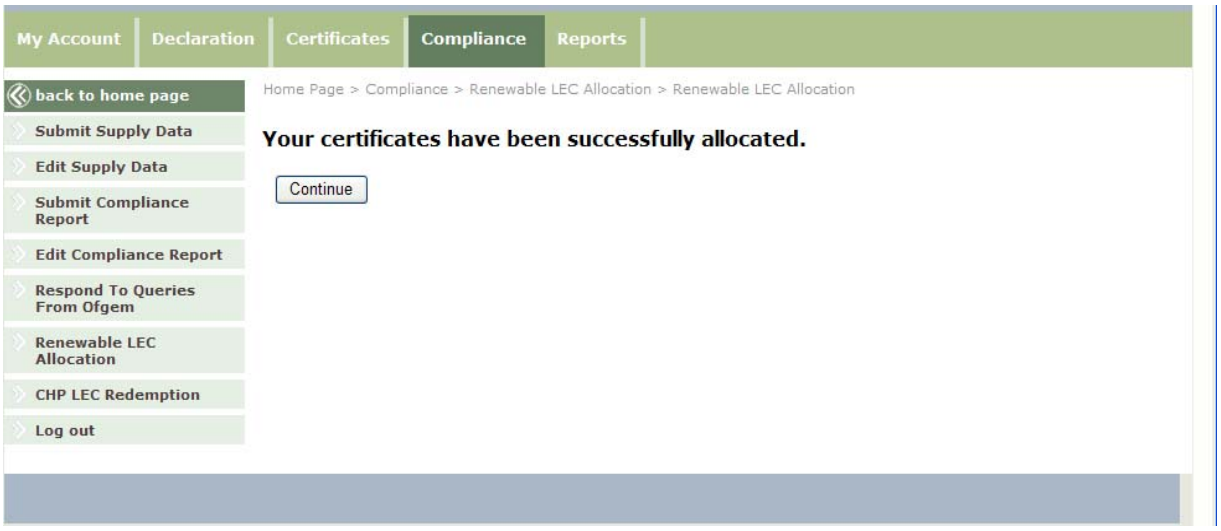
Renewable LEC Allocation

7.20. The 'Renewable LEC Allocation' menu option allows Supplier to allocate Renewable LECs as evidence against supply to non-domestic end customers. A table listing all the Renewable LEC certificates held by the user will be displayed when you click the 'Renewable LEC Allocation' menu option. As illustrated below.

7.21. You will be able to select the number of LECs you wish to allocate for a range of certificates, by either entering the number of LECs to be Allocated against each range or ticking the check box at the end of the LEC row to select full range of LECs. You can also use the Select all check box to select all LEC certificates in your account. Click the 'Allocate' button to allocate LECs against supply.

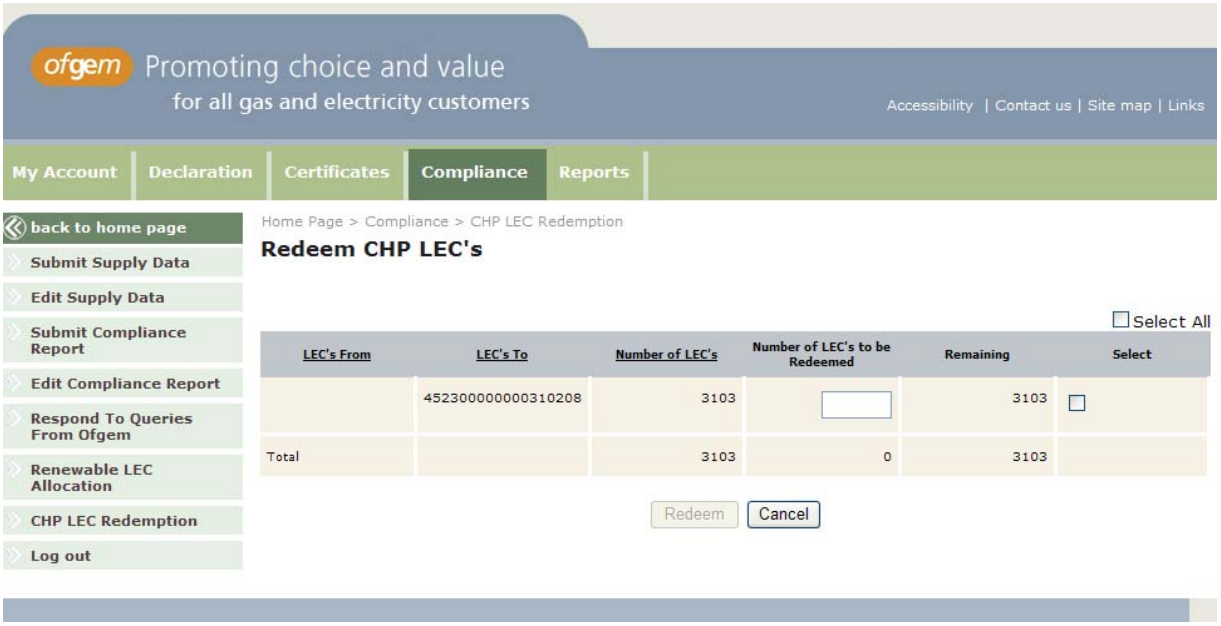


7.22. You will receive a confirmation screen, showing you the LECs you have chosen to allocate against supply. Click on the 'Proceed with allocation' button to confirm. The register will display the message below.



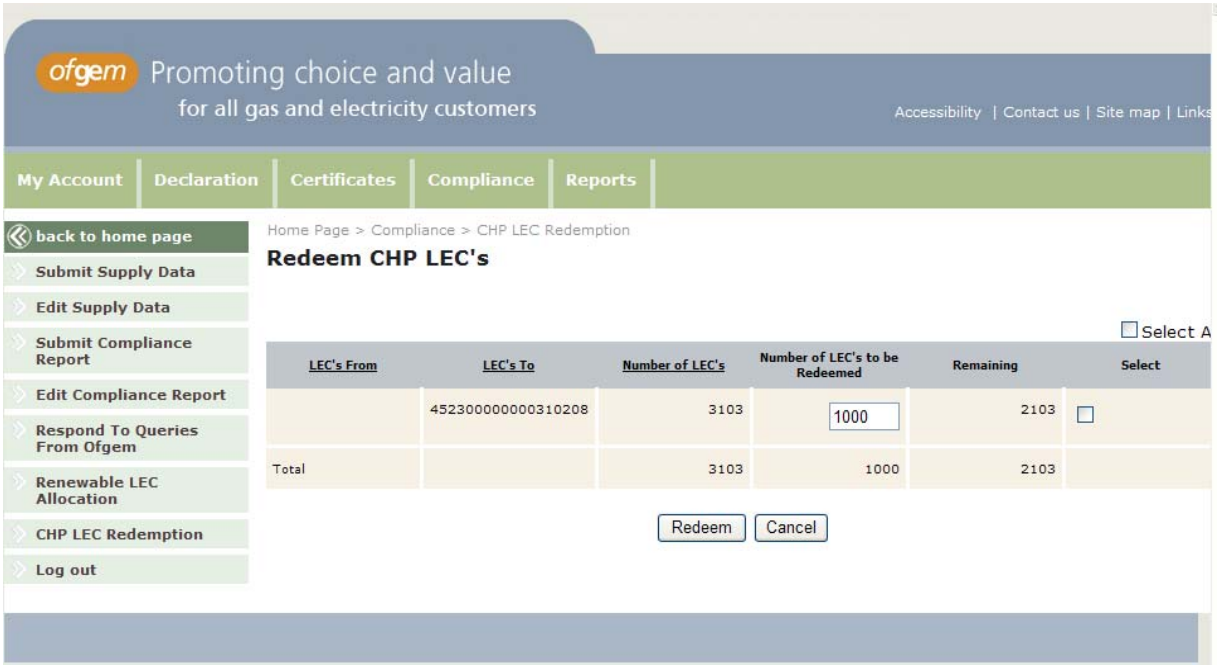
CHP LEC Redemption

7.23. The 'CHP LEC Redemption' menu option allows Supplier to redeem CHP LECs as evidence against supply to non-domestic end customers. A table listing all the CHP LEC certificates held by the user will be displayed when you click the 'CHP LEC Redemption' menu option. As illustrated below.



7.24. You will be able to select the number of CHP LECs you wish to redeem from a range of certificates, by either entering the number of CHP LECs to be redeemed or ticking the check box at the end of the CHP LEC row to select full range of LECs. You can also use the Select all check box to select all LEC certificates in your account. Click the 'Redeem' button to redeem CHP LECs against supply.

7.25. You will receive a confirmation screen, showing you the CHP LECs you have chosen to redeem against supply. Click on the 'Proceed with allocation' button to confirm. The register will display a confirmation message similar to the one display for Renewable LEC allocation.



Appendix 1 - Letter of Authorisation

1.1. Organisations wishing to register for account on the Ofgem Renewables and CHP Register should text format below for their letter appointing an authorised signatory to manage their organisation account on the register for renewable schemes.

Letter of Authorisation (to be submitted on Company headed paper)

I ***[full name]***, as an authorised signatory of ***[name of organisation]*** (the Organisation) authorise the person named below to act as 'SuperUser' on the Ofgem Renewables & CHP Register.

SuperUser Details

Name:

Job Title:

Email address:

Contact Telephone Number:

In doing so, I authorise that they may, where appropriate, act on behalf of the Organisation in performing the tasks listed below:

- register and authorise additional contacts who will act on behalf of the Organisation on the Ofgem Renewables & CHP Register
- to specify and authorise what tasks may be completed by any additional contacts on behalf of the Organisation
- administer the accreditation of generating stations
- sign relevant declarations (only SuperUsers will be able to sign declarations on behalf of the Organisation)
- submit output data, including where appropriate fuel measurement data
- receive, transfer, redeem and allocate certificates
- submit sales data and compliance reports

I understand that by signing this Letter of Authorisation the person named as the SuperUser will be treated by Ofgem as the authorised agent of the Organisation and that any actions of the SuperUser will be the responsibility of the Organisation.

I understand that this Letter of Authorisation will have effect until Ofgem has received notice in writing[11] and that the person named above as SuperUser no longer has authority to act as set out above on behalf of the Organisation.

For and on behalf of ***[Organisation Name]***

Signed……

[Full Name and Position12]

[11] This can be done by either uploading a letter onto the IT system, or by sending the letter by post or fax

[12] Please note that this letter should be signed by someone seen as legally representing the Organisation e.g. a Director, COO, CEO, Company Secretary

Appendix 2 - Agent Appointment Form

Appointment of an Agent to Act on Behalf of a Generating Station

1.1. This form is to be used by an operator of a generating station to authorise an agent to act on its behalf for one or more of the following schemes:

- The Renewables Obligation
- Renewable Energy Guarantees of Origin
- The Climate Change Levy Exemption for Renewables

1.2. In the case of a domestic application, this authorisation must be given by the applicant. In the case of a company application, we would expect the authorised signatory to be a director, the company secretary, or the chief operating office.

Once completed it should be sent with a covering letter directly to Ofgem to the following address:

Renewables Administrator (ref: Agent Authorisation)
Environmental Programmes
Ofgem
9 Millbank
London
SW1P 3GE

Name of generating station:

Section A : Name and Contact Details of Agent

Name:

Registered address:

Registered company number:

Tel:

Fax:

Email:

Section B : The Renewables Obligation

Please tick if appropriate to your application ☐

I have authorised the Agent named in Section A to act as my agent for the purposes of claiming and receiving ROCs under the Renewables Obligation Order 2006/Renewables Obligation (Scotland) Order 2007/Renewables Obligation Order (Northern Ireland) ***[delete as appropriate]***

In particular, I have authorised the Agent named in Section A, to:

- administer the accreditation of my generating station
- sign relevant declarations
- submit output data on either a monthly or an annual basis, where this output data consists of start and end meter readings, gross renewable generation and, where applicable, input electricity
- where appropriate, give notice as to whether ROCs should be received monthly or annually
- receive ROCs and replacement ROCs on my behalf either monthly or annually
- act as my sole contact with Ofgem in relation to any queries or correspondence from Ofgem regarding an application for accreditation or the submission of output data, and
- act as my sole contact with Ofgem should either Ofgem or myself have any queries in relation to the issue of ROCs for electricity generated at my generating station.

The list above does not represent all of the functions that the Agent can carry out on my behalf and does not represent the full extent of my agreement with the Agent.

Please note that the legislation sets out detailed arrangements for terminating an agency agreement under the Renewables Obligation. Please see our generator guidance for details.

Section C : Renewable Energy Guarantees of Origin

Please tick if appropriate to your application ☐

I have authorised the Agent named in Section A, to manage on my behalf, the functions ticked below under The Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003:

☐ administer the accreditation of my generating station, acting as the sole contact with Ofgem for this function.

☐ submit output data and other information required to request a REGO under Schedule 1 of the Regulations into the REGO Register on my behalf, acting as the sole contact with Ofgem for this function.

☐ request on my behalf and for my benefit the issue of REGOs to which I am entitled directly to my REGO Register account, acting as the sole contact with Ofgem for this function. As such I appoint my agent to manage my REGO Register account and sign the electronic statement on the REGO Register confirming that I am entitled to make the request and have not made a request, nor intend to do so, for the issue of guarantees of origin in another Member State for the same electricity.

☐ request the issue of REGOs and receive on my behalf and for my benefit, the REGOs to which I am entitled, acting as the sole contact with Ofgem for this function. As such I recognise that the REGOs will be held by the agent in their REGO Register account on my behalf and for my benefit. I appoint my agent to sign the electronic statement on the REGO Register confirming that I am entitled to make the request and have not made a request, nor intend to do so, for the issue of guarantees of origin in another Member State for the same electricity.

☐ submit to Ofgem any request, notification, statement or provision of information requested under the Regulations.

The list above does not represent all of the functions that the Agent can carry out on my behalf and does not represent the full extent of my agreement with the Agent.

I have authorised the agent named in Section A to carry out the functions indicated above:

Until further notice ☐ Until the following date _____

Section D : Climate Change Levy exemption for renewables

Please tick if appropriate to your application ☐

I have authorised the Agent named in Section A above, to manage on my behalf, the functions ticked below under The Climate Change Levy (General) Regulations 2001, as amended:

☐ administer the accreditation of my generating station under the CCL exemption for renewables scheme, acting as my sole contact with Ofgem for this function.

☐ submit monthly output data, acting as my sole contact with Ofgem for this function.

☐ sign all relevant annual declarations as required to maintain accreditation for my generating station, acting as my sole contact with Ofgem for this function.

☐ receive Renewables LECs on my behalf, and for my benefit, in respect of the renewable output data submitted from my generating station.

☐ ensure compliance with the requirements of Regulation 49(4)[13].

☐ submit to Ofgem any request, notification, statement or provision of information requested under the Regulations.

The list above does not represent all of the functions that the Agent can carry out on my behalf and does not represent the full extent of my agreement with the Agent.

I have authorised the agent named in Section A to carry out the functions indicated above:

Until further notice ☐ Until the following date _____

Name of authorised signatory _____

Position in company (where applicable) _____

Signature of authorised signatory _____

Date _____

[13] Regulation 49(4) requires the generator, or in this case the Agent, to retain records detailing the generation process, the electricity supplied, the relevant levy exemption certificates and any other relevant information for a period of 6 years.

Appendix 3 – The Authority's Powers and Duties

1.1. Ofgem is the Office of Gas and Electricity Markets which supports the Gas and Electricity Markets Authority ("the Authority"), the regulator of the gas and electricity industries in Great Britain. This Appendix summarises the primary powers and duties of the Authority. It is not comprehensive and is not a substitute to reference to the relevant legal instruments (including, but not limited to, those referred to below).

1.2. The Authority's powers and duties are largely provided for in statute, principally the Gas Act 1986, the Electricity Act 1989, the Utilities Act 2000, the Competition Act 1998, the Enterprise Act 2002 and the Energy Act 2004, as well as arising from directly effective European Community legislation. References to the Gas Act and the Electricity Act in this Appendix are to Part 1 of each of those Acts.[14]

1.3. Duties and functions relating to gas are set out in the Gas Act and those relating to electricity are set out in the Electricity Act. This Appendix must be read accordingly[15].

1.4. The Authority's principal objective when carrying out certain of its functions under each of the Gas Act and the Electricity Act is to protect the interests of consumers, present and future, wherever appropriate by promoting effective competition between persons engaged in, or in commercial activities connected with, the shipping, transportation or supply of gas conveyed through pipes, and the generation, transmission, distribution or supply of electricity or the provision or use of electricity interconnectors.

1.5. The Authority must when carrying out those functions have regard to:

- The need to secure that, so far as it is economical to meet them, all reasonable demands in Great Britain for gas conveyed through pipes are met;
- The need to secure that all reasonable demands for electricity are met;
- The need to secure that licence holders are able to finance the activities which are the subject of obligations on them[16]; and
- The interests of individuals who are disabled or chronically sick, of pensionable age, with low incomes, or residing in rural areas.[17]

1.6. Subject to the above, the Authority is required to carry out the functions referred to in the manner which it considers is best calculated to:

[14] entitled "Gas Supply" and "Electricity Supply" respectively.
[15] However, in exercising a function under the Electricity Act the Authority may have regard to the interests of consumers in relation to gas conveyed through pipes and vice versa in the case of it exercising a function under the Gas Act.
[16] under the Gas Act and the Utilities Act, in the case of Gas Act functions, or the Electricity Act, the Utilities Act and certain parts of the Energy Act in the case of Electricity Act functions.
[17] The Authority may have regard to other descriptions of consumers.

- Promote efficiency and economy on the part of those licensed[18] under the relevant Act and the efficient use of gas conveyed through pipes and electricity conveyed by distribution systems or transmission systems;
- Protect the public from dangers arising from the conveyance of gas through pipes or the use of gas conveyed through pipes and from the generation, transmission, distribution or supply of electricity;
- Contribute to the achievement of sustainable development; and
- Secure a diverse and viable long-term energy supply.

1.7. In carrying out the functions referred to, the Authority must also have regard, to:

- The effect on the environment of activities connected with the conveyance of gas through pipes or with the generation, transmission, distribution or supply of electricity;
- The principles under which regulatory activities should be transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed and any other principles that appear to it to represent the best regulatory practice; and
- Certain statutory guidance on social and environmental matters issued by the Secretary of State.

1.8. The Authority has powers under the Competition Act to investigate suspected anti-competitive activity and take action for breaches of the prohibitions in the legislation in respect of the gas and electricity sectors in Great Britain and is a designated National Competition Authority under the EC Modernisation Regulation[19] and therefore part of the European Competition Network. The Authority also has concurrent powers with the Office of Fair Trading in respect of market investigation references to the Competition Commission.

[18] or persons authorised by exemptions to carry on any activity.
[19] Council Regulation (EC) 1/2003